OASIS Sailing Club (OSC)

MATE'S & SKIPPER'S MANUAL

Standard Operating Procedure (SOP)

MALCOLM READ, EDITOR & TRAINING OFFICER

DAN KARMON, CO-EDITOR

Manual Update History

	Date	Affected Pages
1st release	2/1/11	
Update release	3/28/11	pp: 3, 6, 56, 77 through 81

Copyright © Oasis Sailing Club 2010 - All rights reserved

OASIS SAILING CLUB
Mate's & Skipper's Manual
Fifth Edition, December 2010

Oasis Sailing Club's Mate's Manual has been the cornerstone of the club's Mate Candidate's (MC)Training Program. It evolved as the club has changed its inventory of boats, and as the complexity of these boats and growth of the club necessitated a single place where Mates and Skippers can find information.

The manual began as a collection of Harold Sharp's personal notes and drawings of the specific names, locations and uses of lines and rigging of OASIS II, a Newport 30, and the operation of her equipment. He titled these **OASIS II NOTES**. With the encouragement of then-Commodore John Byerlein and the approval of the Board of Directors, Harold printed hard copies for Club members, focusing on Skippers, Mates and Mate-Candidates, to provide guidelines for operating the club's boats and as a reference manual. That notebook became the 1st edition, entitled **OASIS II MATE'S MANUAL**.

An expanded 2nd edition of **OASIS II MATE'S MANUAL** was published by Harold Sharp to meet the need for additional information, and was also available on the OSC website. A 3rd edition became necessary when the Club acquired OASIS III, another Newport 30. That edition was titled **OASIS SAILING CLUB MATE'S MANUAL** and was edited by then-Training Officer Frank Reinhart.

A 4th edition of **OASIS SAILING CLUB MATE'S MANUAL** was needed with the acquisition of OASIS IV, a Hunter 326, and retiring OASIS II. It incorporated Seaworthy Training sessions into the Mate Candidate's program with training in Anchoring, Boat Systems, Man/Crew Overboard, and Docking that are not normally covered during the normal day sails. It was also edited by Frank Reinhart.

This 5th edition of **OASIS SAILING CLUB MATE'S & SKIPPER'S MANUAL** is necessitated by the acquisition of OASIS V, a Catalina 34 Mk II. Much of the data included was compiled and edited by Mate Dan Karmon. In addition to being the Mate Candidate's "sign-off" manual, it includes information about the Skipper-Candidate's program, and general information and Standard Operating Procedures (SOPs) for both Mates and Skippers. It also includes an overview of the club's Assessment & Enhancement (A&E) Program adopted in early 2010 to maximize the club's goal of 'safe sailing". To ensure that skills are current, all OSC Skippers and Mates must successfully complete an "on water" A&E review every 2 years. To ensure that you are viewing the most up-to-date version of various documents, this manual occasionally provides a brief overview of a program or procedure and refers you to the OSC website for the most recent version.

We hope this OSC Mate's & Skipper's Manual assists all that use it to enhance sailing skills and to enjoy camaraderie while sailing together.

Malcolm Read,
Training Officer

Table of Contents

Mate & Skipper Candidate Programs

8 Introduction

9 Mate Checklist Items for OASIS-IV and V

The Fleet: OASIS-IV & OASIS-V

20 Boat Statistics

21 Interior and Cockpit Layout (Drawing)

22 Equipment Location

24 OASIS-IV Equipment Location (Drawing)

25 OASIS-V Equipment Location (Drawing)

26 Rigging - An example (Drawing)

27 Parts of the sail (Drawing)

Boat Handling

29 Preamble

30 Preparing the Boat for Sailing

33 Getting Under Way

36 Raising the Sails

37 Underway

38 Points of Sail

39 Reefing the Mainsail

40 Furling the Jib

40 Lowering the Mainsail

41 Returning to the Dock

44 Securing the Boat at the Dock

Programs, Rules & SOPs (STANDARD OPERATING PROCEDURES)

47 Club Governance

47 Assessment & Enhancement (A&E) Program SOP

49 Mate-Candidate Promotion SOP

50 Rules of the Road

51 Seaworthy Training Program

52 Skipper-Candidate's Program SOP

53 Skipper Emeritus Program

53 Slip Exiting Procedure

54 VHF Radio and Channels

Appendices

Appendices (and updates) can be found on the

OSC Website under Training

http://oasissailing.scyaweb.org/ or Google "Oasis Sailing Club"

A hard copy of this manual, including appendices, is available on each boat

OASIS-IV

57 APPENDIX A: OASIS-IV ENGINE

58 APPENDIX B: OASIS-IV ENGINE CONTROL PANEL

59 APPENDIX C: OASIS-IV SEACOCK & THRU-HULL FITTING S

60 APPENDIX D: OASIS-IV ELECTRICAL PANELS

63 APPENDIX E: OASIS-IV GPS

OASIS-V

65 APPENDIX A: OASIS-V ENGINE

67 APPENDIX B: OASIS-V ENGINE CONTROL PANEL

68 APPENDIX C: OASIS-V THRU-HULL LOCATIONS

69 APPENDIX D: OASIS-V ELECTRICAL CONTROL PANELS

74 APPENDIX E: OASIS-V AUTOPILOT

76 APPENDIX F: OASIS-V CHART PLOTTER

Please see the Update Supplement with release date: 3/28/11

82 APPENDIX G: OASIS-V OTHER INSTRUMENTS

XX APPENDIX H: OASIS-V SUMP PUMP OPERATION

Please see the Update Supplement with release date: 3/28/11

"While Sailing, it is often necessary to perform quickly... but don't hurry"

Mate & Skipper Candidate Programs

INTRODUCTION

The Oasis Sailing Club (OSC) has established an enviable record for both enjoyment and safety in its operation while having extremely high boat utilization. To ensure maximum availability of the boats to all members whenever possible, we invite and encourage interested members who have had prior sailing experience and who are physically capable of completing all check-off items to obtain OSC's designation of Mate or Skipper. To this end, the club has an ongoing program to develop and designate candidates as OSC "Mates" and "Skippers". Each candidate must be certified and voted on by OSC's Board of Directors. While not all Mate Candidates become Mates, and not all Mates become Skippers, no one becomes an OSC Skipper unless he/she was first a Mate. Hence, the Mate Candidates represent the future of our club.

Mate Candidate (MC) Program

The prime responsibility of the Mate is to support the Skipper and act in the Skipper's place if the Skipper is unable to perform his/her duties. In times of emergency the Mate must have the skills to sail the boat and to organize and direct the crew in whatever tasks are required to overcome the emergency. Therefore, in addition to the objective criteria outlined in the Mate checklist, all Mate Candidates are evaluated concerning subjective criteria including but not limited to the ability to organize and lead under all weather and sea conditions. Thus, qualification in Seamanship and Sailing play a major role in OSC's designation as a "Mate". The Mate Checklist provides the candidate a guide to obtaining OASIS-IV and V knowledge with emphasis on operating our boat(s), sailing skills, safety features, and boat systems.

Under the guidance of a Mentoring Skipper, the candidate demonstrates, over a period of time, knowledge of the rules of the road, sailing ability, and boat handling skills, as well as general seamanship. As experience is gained and verified, the candidate is 'signed off' in the manual's "check list" by a Mentoring or other OSC Skipper. This manual provides a step-by-step guide and the items requiring sign-off as prerequisite to becoming a Mate. Additionally, volunteer Skippers periodically deliver Seaworthy Training Sessions covering items not normally experienced during routine day sails, including: Anchoring, Boat systems, Crew Overboard, Docking/Undocking & Figure "8", Heave-To, and Quick Stop. In addition, prior to program completion the candidate must successfully complete the Assessment and Enhancement (A&E) evaluation as described in this manual. Mate Candidates report progress for posting on MC Summary sheet distributed to all Skippers and MCs, those who make no progress or do not report any progress towards their Mate certification in any full calendar year become 'inactive'.

Skipper Candidate (SC) Program

To become a Skipper, <u>in addition to first becoming a Mate, one must possess and demonstrate additional sailing skills as well as leadership skills since OSC Skippers are also members of the club's Board of Directors</u>. The first step is to obtain a mentoring-Skipper to mentor, guide and potentially recommend the Mate to become an OSC Skipper. The mentoring-Skipper (coordinated with the Candidate) will seek out three (3) additional Skippers to form a 4-person "SC Mentor Team" (chaired by the mentoring-Skipper). <u>Each of the four agrees to</u> sail with the SC a <u>minimum of</u> three (3) times with the candidate performing as "Skipper-Of-The-Day", and, based on the candidate's performance as "Skipper-of-the-day", complete an individual evaluation covering all "Skipper Attributes" in the Skipper Attribute Pyramid. (Refer to Skipper-Candidate Program in the Rules, Programs and SOP section of this manual). Prior to program completion the candidate must successfully complete the Assessment and Enhancement (A&E) evaluation as described in this manual.

Mate Checklist Items for OASIS-IV and V

The Table below shows which checklist items must be completed on “both boats” or on “Either Boat". Primary differences between the two boats are listed.

Checklist Item	Both Boats	Either Boat	Primary Differences
Location & use of Equipment	√		Many items
Preparing to Sail & Leaving the Dock	√		Boat steering transmission & throttle, size & momentum & boarding.
Getting under Sail	√		Traveler, winch locations
Sailing in the Harbor		√	
Sailing at Sea		√	Reefing main sail
Returning to the dock & Securing the Boat	√		Boat size & momentum, Transmission & throttle. Disembarking
Navigating in Harbor and at Sea		√	GPS Models
Communications		√	VHF Location VHF Models
Marlin Spike & Knots		√	
Safety equipment	√		Emergency Tillers Anchoring. Fire Extinguishers
Seaworthy Training		Varies√	
A&E Evaluation REQUIRED		Varies√	

MATE QUALIFYING CHECKLIST

Mate Candidate: _____

Mentoring Skipper: _____

Date Began: _____/_____/_____

Date Promoted to Mate: _____/_____/_____

LOCATION AND USE OF EQUIPMENT: (BOTH BOATS)

Item	O-IV Skpr	O-V Skpr	Item	O-IV Skpr	O-V Skpr
Keys, Lock & Lock			American Flag		
Boat's Papers & Manuals			Ship's Log		
Charts			Maintenance Log		
Safety & Emergency			Safety & Emergency Equip.		
PFDs, Cushions & LifeSling			Built-in Boarding Ladder		
Fog Horns			Jacklines		N/A
Fire Extinguishers			Bailing Bucket		
First Aid Kit			Boat Hook		
Flares			Net		
Flash Lights			Tiller Handle & Radar		
Tools & Spare Parts			Bosun's Chair		
Spare Lines			Safety Harness & Tether		
Primary & Secondary Anchor					
AC - Shore Power System					
Shore Power Cable			DC - Battery Power System		
AC Master Switch			Batteries		
Battery Charger			Main Battery Switch		
Battery Charge Indicator			DC Amp Meter		
AC Outlets			Battery Test Indicator		

Item	O-IV Skpr	O-V Skpr		Item	O-IV Skpr	O-V Skpr
Electrical Panel & Switches				Boat Lights		
AC Switches				Running Lights		
DC Switches				Steaming Light		
DC Outlet				Flood Light		
				Masthead Light		
Standing Rigging				Running Rigging		
Sailing Instruments				Engine Instruments		
Binnacle & Compass				Fuel Gauge		
GPS / Radar				Tachometer/Engine RPM		
Depth Finder				Temperature	N/A	
Knot Meter				Oil Pressure	N/A	
Wind Direction/Speed				Alarms		
Plumbing System				Engine System		
Head /Holding Tank Pump out				Ignition Key Switch/Button		
Galley & Head Sinks				Pre-heat	N/A	
Galley Sink Thru Hull Drain				Water Filter		
Head Sink Thru Hull Drain				Fuel Filter		
Fresh Water Pump				Oil Dip Stick		
Electric Bilge Pump				Coolant Level Check	N/A	
Manual Bilge Pump &						
Stove Gimbal Catch						

The candidate knows the location, the use and application of the above equipment.

OASIS-IV Skipper_____ Date_____/_____/_____

OASIS-V Skipper_____Date_____/_____/_____

PREPARING TO SAIL AND LEAVING THE DOCK (BOTH BOATS)

Item	O-IV Skpr	O-V Skpr		Item	O-IV Skpr	O-V Skpr
Boat External Visual inspection				Shore Power		
Lifeline or Stern - Safe Boarding				Log		
Cabin Access				Preparing running rigging		
Cabin Visual Inspection				Tides and weather		
Check levels: Fuel, fresh water and waste water				Report to skipper		
Engine filters						
Check Bilge				Starting Engine		
Stowage of Personal Gear				Check water at exhaust pipe		
Cockpit Cushions				Check gauges		
American Flag				Fenders		
Companionway Cover Stowage				Remove Mooring/dock Lines		
Binnacle, Hatch, Instrument Covers				Secure Lifelines		
				Depart safety in reverse		

The Candidate has demonstrated his / her ability to prepare to sail and un-dock.

OASIS-IV Skipper_____ Date_____/_____/_____

OASIS-V Skipper_____Date_____/_____/_____

GETTING UNDER SAIL (BOTH BOATS)

Item	O-IV Skpr	O-V Skpr		Item	O-IV Skpr	O-V Skpr
Remove Shore lines				Unfurl Genoa/Jib		
Undocking				Trim Genoa/Jib		
Remove & Stow Sail Cover & Gaskets				Use of Winches		
Raise Mainsail				Use of Boomvang		
Trim Mainsail				Use of Preventers		
Set Traveler				Use of reefing lines		
				Shutting Engine Down		

The Candidate has demonstrated his / her ability to get under sail

OASIS-IV Skipper_____ Date_____/_____/_____

OASIS-V Skipper_____ Date_____/_____/_____

SAILING IN THE HARBOR (EITHER BOAT)

Item	O-IV Skpr	O-V Skpr		Item	O-IV Skpr	O-V Skpr
Rights-of-way Under Power				Buoys and Channel Markers		
Rights-of-way Under Sail				Channels		
Speed Limit in Harbor				Fueling, approach & docking		
Accounting for Low Tides				Pump-Out Station		
Traffic handling				Passing Ferry Route		
Sailing to Windward				Clearing Jetties		
Running before the Wind				Reaction in Emergencies		
				Horn Signals under power		

The Candidate has demonstrated his / her ability to operate safely in the harbor.

OASIS-IV or OASIS-V Skipper_____ Date_____/_____/_____

SAILING AT SEA (EITHER BOAT)

Item	O-IV Skpr	O-V Skpr		Item	O-IV Skpr	O-V Skpr
Crew Overboard (MOB)				Reefing Genoa/Jib		
Points of Sail, Selection of Course				Reefing Mainsail		
Sailing in Varying Winds and				Finding Harbor on Return		
Close Hauled, Beating				Assigning Watches		
Reaching (Close, Beam, Broad				Tacking		
Running				Jibing		
Lowering the mainsail				Furling the Jib/Genoa		

The Candidate has demonstrated his / her ability to sail at sea in varying winds and seas.

OASIS-IV or OASIS-V Skipper_____ Date_____/_____/_____

RETURNING TO THE DOCK AND SECURING THE BOAT (BOATH BOATS)

Item	O-IV Skpr	O-V Skpr		Item	O-IV Skpr	O-V Skpr
Docking - Various Conditions				Securing Sheets and		
Deploying Fenders						
Securing Dock Lines				Securing Binnacle by		
Returning Gear to Proper location.				Attaching Shore Power		
Securing Engine						
Securing and Covering Mainsail				Locking Companionway		

The Candidate has demonstrated his / her ability to dock and secure the boat.

OASIS-IV Skipper_____ Date_____/_____/_____

OASIS-V Skipper_____ Date_____/_____/_____

NAVIGATING IN THE HARBOR AND AT SEA (EITHER BOAT)

Item	O-IV Skpr	O-V Skpr		Item	O-IV Skpr	O-V Skpr
Compass				Radar **	N/A	
GPS				Charts		
Knot Meter				Local Landmarks		
Depth Meter				Buoys and Channel Markers		
Wind Direction/Speed						
Auto Pilot	N/A			Tide Tables & Indicators		
Use of Coast Pilot/Light List				Shipping Lanes, Location		

** See SAILING IN THE FOG in the BASIC SAFETY RULES Section

The Candidate has demonstrated his / her ability to navigate the boat to and from the harbor.

OASIS-IV or OASIS-V Skipper_____ Date_____/_____/_____

COMMUNICATIONS (EITHER BOAT)

Item	O-IV Skpr	O-V Skpr		Item	O-IV Skpr	O-V Skpr
"Emergency" Use of VHF Radio				Use of Pistol and Flares		
Routine Use of VHF Radio				Using Boat's Lights		
				Using Sound Signals		
				Use of Inverted Flag		

The Candidate has an understanding of how to communicate under varying conditions.

OASIS-IV or OASIS-V Skipper_____ Date_____/_____/_____

MARLIN SPIKE & KNOTS (EITHER BOAT) (Good Reference: www.animatedknots.com)

Item	O-IV Skpr	O-V Skpr		Item	O-IV Skpr	O-V Skpr
Bowline				Square knot		
Bowline on a Bight				Sheet Bend		
Cleat hitch				Anchor Bend		
Clove Hitch				Figure eight (stopper Knot)		
Rolling Hitch						

The candidate has demonstrated basic knot tying and line handling skills.

OASIS-IV or OASIS-V Skipper_____ Date_____/_____/_____

SAFETY EQUIPMENT (BOTH BOATS)

Item	O-IV Skpr	O-V Skpr		Item	O-IV Skpr	O-V Skpr
First Aid, Location & Use of Kit				Emergency Tiller Location & Use		
Fire Extinguisher Locations & Use				Emergency Use of Halyards,Hauling MOB aboard		
Thru-hull holes/valves/plugs				Whom to call in emergency		
PFD-location and use						

The candidate knows the location, the use and application of the above equipment.

OASIS-IV or OASIS-V Skipper_____ Date_____/_____/_____

SEAWORTHY TRAINING

Type	Training Skipper	Training Date	Successfully completed Yes / No
Docking and Undocking			
Anchoring & Prop Walk Turning			
Crew Overboard (MOB)			
Figure 8, Heave-To & Quick Stop			
Boat Systems			

FINAL APPROVALS

DIFFERENCES

The candidate has participated in, and has demonstrated knowledge of OASIS-IV & OASIS-V boat equipment differences.

Mentoring Skipper_____ **Date**_____/_____/_____

EXPERIENCE

In my judgment, the candidate's overall experience qualifies him/her as a Mate.

Mentoring Skipper_____ **Date**_____/_____/_____

Assessment & Enhancement (A&E) Review

The candidate has successfully completed his/her 'on water' A&E Review.

A&E Committee Chair _____ **Date**_____/_____/_____

APPROVALS

The candidate has completed all aspects of the Mate's Manual

Training Officer _____ **Date**_____/_____/_____

The candidate was approved by the Board of Directors and designated as Mate

Commodore _____ **Date**_____/_____/_____

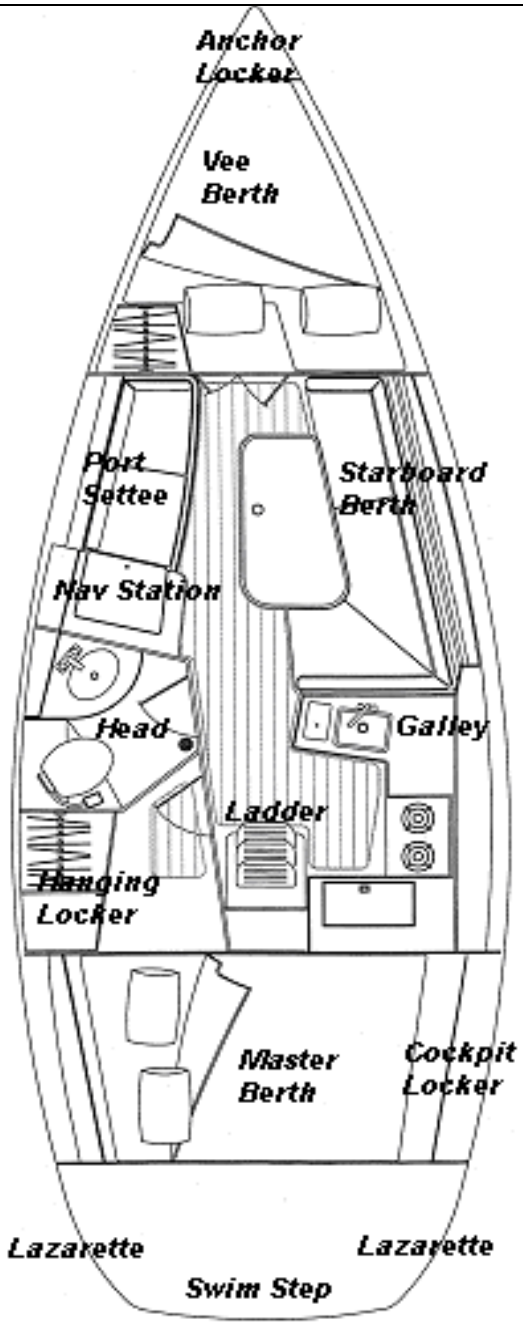
The fleet:
OASIS-IV & OASIS-V

BOAT STATISTICS

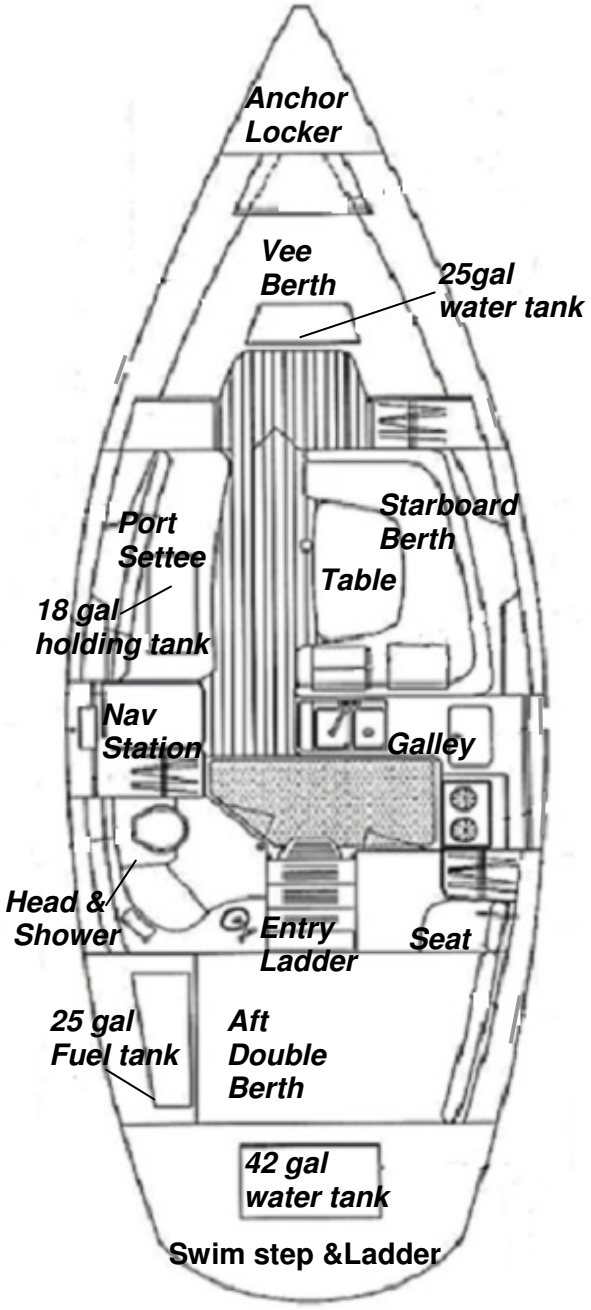
	OASIS - IV	*OASIS - V*
Model	2003 Hunter 326 Sloop	2007 Catalina 34 Mark II (C34II), sloop
Registration Number	1140463 (Federally documented boat)	1194829 (Document #)
Hull Number	HUN32303D203	CTYC1768H607
Sail Number	None	56720
Overall Length (LOA)	31’ 9”	35' 8"
Length at Waterline (LWL)	28’ 3”	29' 10"
Extreme Beam	10'10"	11' 9"
Draft at bottom of keel	5'10"	5' 7" (Fin Keel)
Displacement	8500 lbs.	11,950 lbs
Ballast in keel	3200 lbs.	5,000 lbs
Sails	Jib - Roller-furled Main - Full battens, double reef	Jib - Roller-furled Main - Full battens, single reef
Total Sail Area	540 sq. ft.	Standard rig 231 sq ft main; 528 sq ft Total
Engine	Yanmar Diesel, 2 Cylinder, 18 hp.	Universal M35B Diesel, 4 Cy. 35hp
Fuel Tank & Range	25 Gal. 80 hours & about 400 miles range on a full tank	25gal 31hrs & about 215 nm @ 2200rpm on a tank of fuel
Water Tank	50 gal.	Forward 25gal Aft 42gal
Hull Speed	6.50^{+} kts	7.3 kts
Mast	45’ 8” deck to masthead	43' 4.5" ft deck to head. Std mast
Boom	12’ Aluminum	12’ Aluminum
Anchor System	Standard Manual	Electric Windlass

INTERIOR & COCKPIT LAYOUT

OASIS-IV



OASIS-V



EQUIPMENT LOCATION

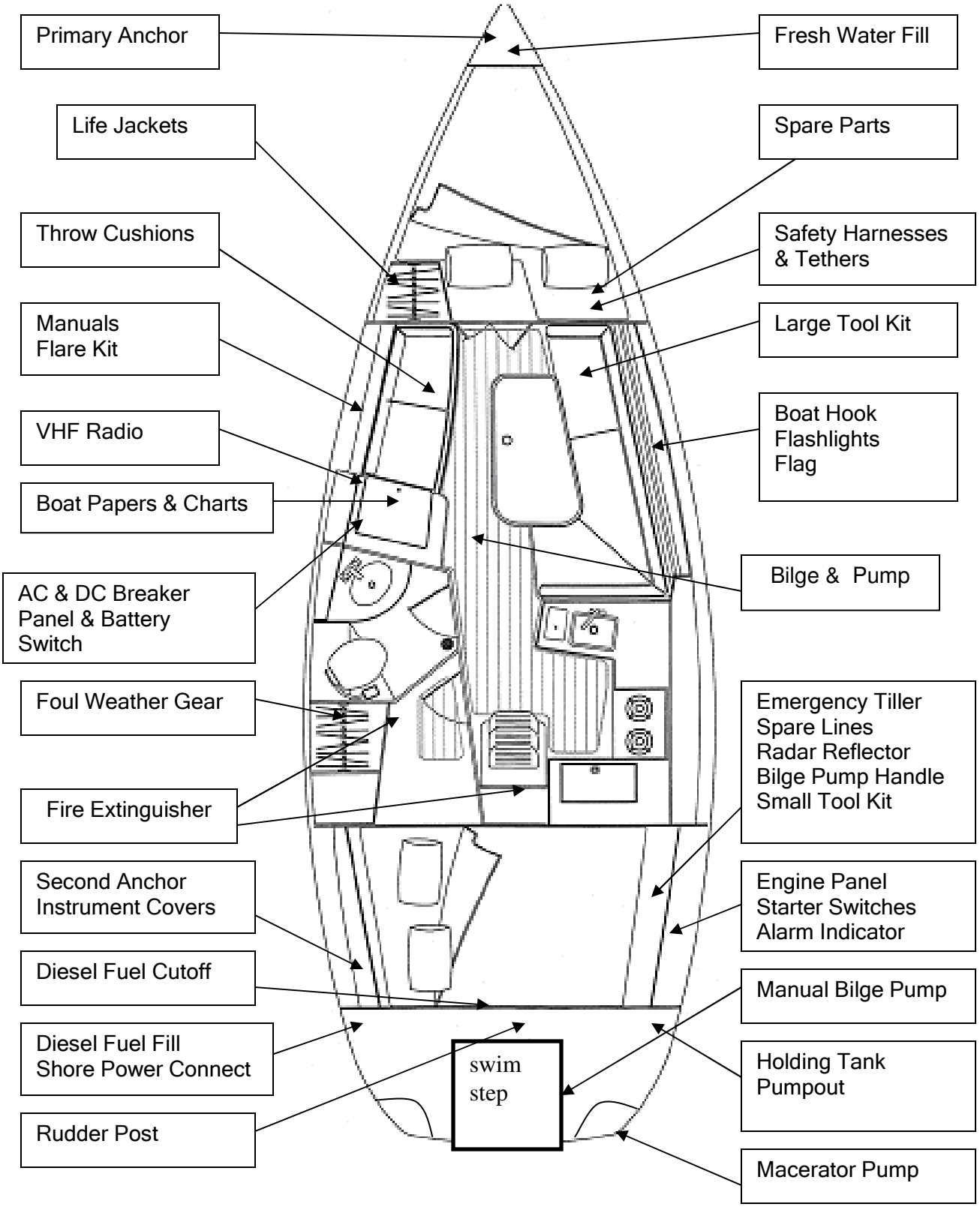
NOTE: This is not an "end-all" list. Additionally, items may have moved.

Mate Candidate should ensure familiarity with equipment location

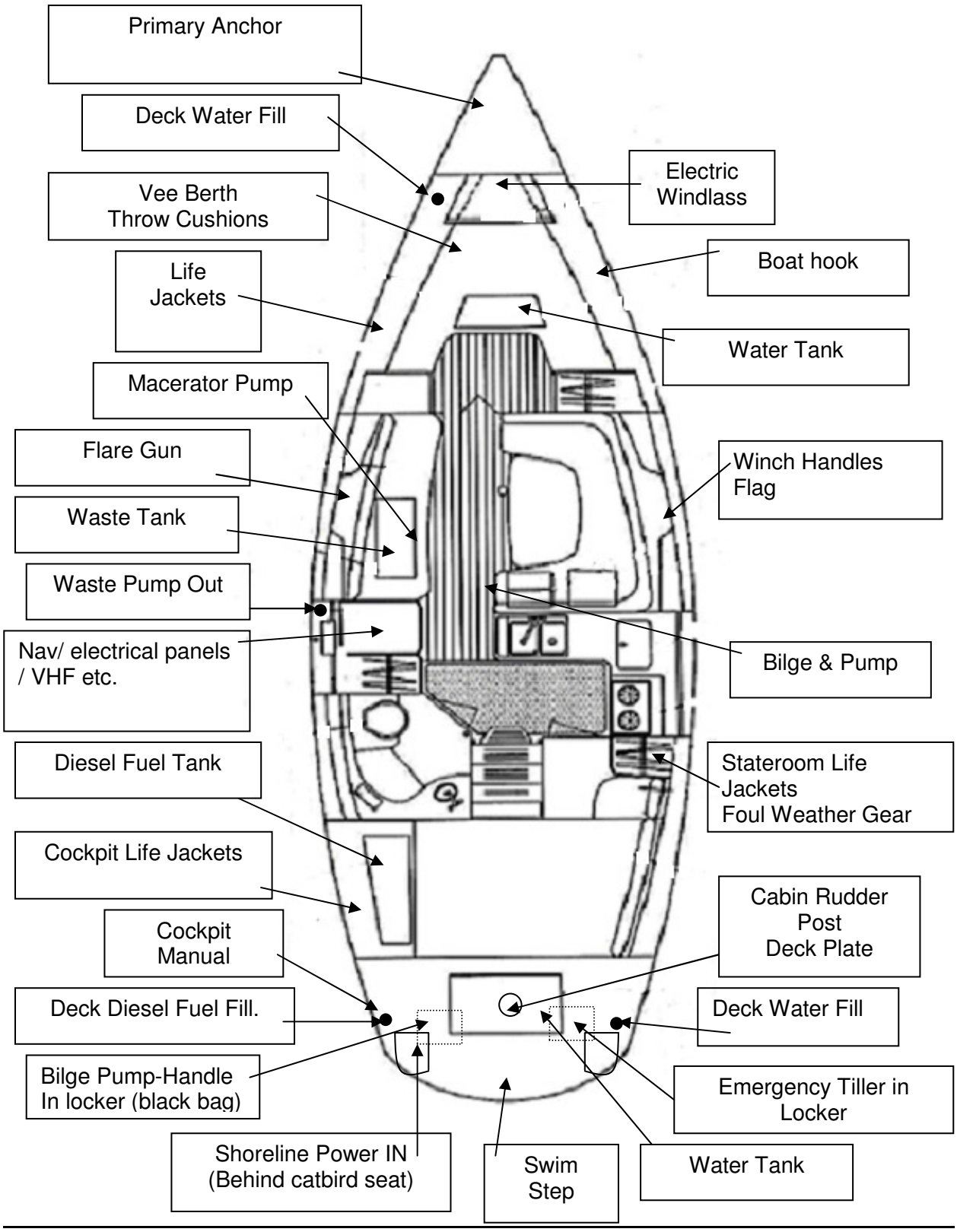
EQUIPMENT	*OASIS-IV*	*OASIS-V*
Anchor-Primary	Anchor Chain Locker	Anchor Chain Locker
Anchor-Second	Cockpit Locker, Aft, Port	Not Available
Bailing Bucket	Swim deck Locker, Starboard Also: Aft Berth at entrance	Cockpit port locker
Bilge Pump-Manual	Cockpit Locker, Starboard @ swim-step entrance	Cockpit, close to swim ladder, Port
Bilge Pump-Handle	Cockpit Locker, Starboard (on inner side of locker cover)	Cockpit aft port locker under catbird seat (in bag)
Boat Hook	Cabin shelf starboard	Head (strap inside doorway) Companionway (handing from handhold)
Boson's Chair	Vee Berth Locker, Starboard (None at present, need to obtain)	Not Available. (None at present, need to obtain)
Binoculars	Cabin, Above Settee, Port	Cabin, shelf , port
Charts-Navigation	Navigation Station	Navigation Station
Cockpit Cushions	Vee Berth	Vee Berth
Depth Sounder	Helm Mounted	Helm Mounted
Emergency Light (red/green)	Vee Berth Locker, Starboard	Not Available
Emergency Tiller	Cockpit Deck starboard (remove cover. aft of binnacle)	Cockpit aft port locker under catbird seat (in large bag)
Fire Extinguishers	1 Aft Berth, 1 above Nav table. 1 Vee Berth, port Above Companionway (Engine Compartment) Stairs	1 in Vee Berth above Port locker 1 in cockpit Port locker 1 aft , starboard, berth, upper right as you enter
First Aid Kit	Head	Head (compartment under mirror)
Fish Net	Vee Berth	Vee Berth
Flares	Cabin, Above Berth, Port (ORION bag)	Cabin, Port shelf
Fog Horn	Plastic horn at Helm Station; Refill pump in spare parts cabinet. Spare metal horn in cabin	Plastic horn at Helm Station; Refill pump in spare parts cabinet. . Spare metal horn in cabin
Foul Weather Clothing	Aft Master Berth, Locker	2 In cabin, port hanging locker

EQUIPMENT	*OASIS-IV*	*OASIS-V*
GPS	Helm Mount	Helm Mounted
Horseshoe Life Ring	None	Stern Portside
Instrument Covers, including Binnacle, Hatch, Bimini - window Covers & main sail	V Berth	Cockpit Port Locker
Inverter / Charger	Charger: Cabin, Under Settee, Port (w/ Batteries). No Inverter	Inverter: under starboard settee under mid cushion. Charger: Under galley sink on left side of cabinet
Jacklines	Installed on deck	Cockpit aft port locker under catbird seat (in small bag). Not currently installed
Knot Meter	Helm Mounted	Helm Mounted
Life Jackets	Vee Berth, Hanging Locker, Port	Vee Berth: shelf (4), port locker (4); Cockpit large port locker (3); Aft Stateroom starboard locker (4)
Life Sling	Stern Pulpit, Starboard (under catbird seat)	Stern Portside
Lines-Extra	Cockpit Locker, Starboard	Cockpit large port locker
Manual pump	State Rm floor locker	Head, in cabinet under sink
Manuals	Cabin, Above Settee, Port	Cabin, cabinet above Settee, Port
PDF Cushions	Vee Berth	Vee Berth
Radar Reflector	Vee berth, locker, starboard	Installed above mid-spreader on Port and Starboard
Radio-VHF	Nav Station	Nav Station & Helm Mounted slaved hand-held unit
Safety Harness	Vee Berth Locker, Starboard	Not available (need to buy)
Spare Parts	Vee Berth starboard cabinet	In cabin, port locker drawer (between Head and Nav)
Spotlight (night sailing aid)	To be installed	Cabin, Port shelve
Thru-Hull Plugs	With Each Thru-Hull Seacock. extra plugs Under Settee, Forward, Starboard	With Each Thru-Hull Seacock.
Tool Box	Cockpit Locker, Starboard -Small T.B. Under Settee, Starboard, Forward - Large T.B.	Cockpit, port locker
Volt Meter	Cabin, Under Settee, Starboard, Forward (in blue-top box))	Not Available
Winch Handles	Cabin, starboard shelf	Cabin, starboard shelf
Wind Direction/Speed	Helm mounted	Helm mounted (direction & speed). Top of mast wind vane

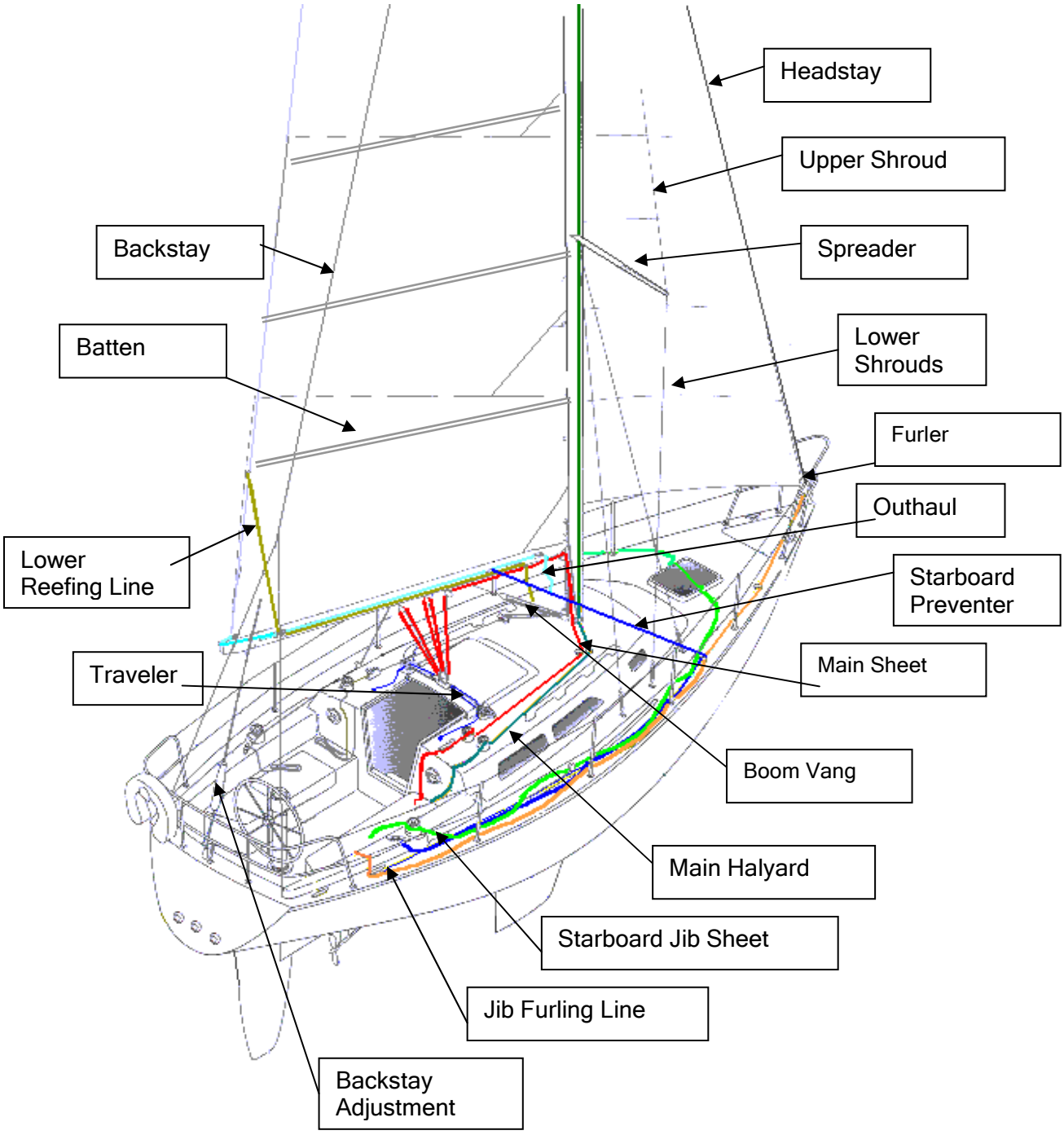
OASIS-IV
Equipment Location



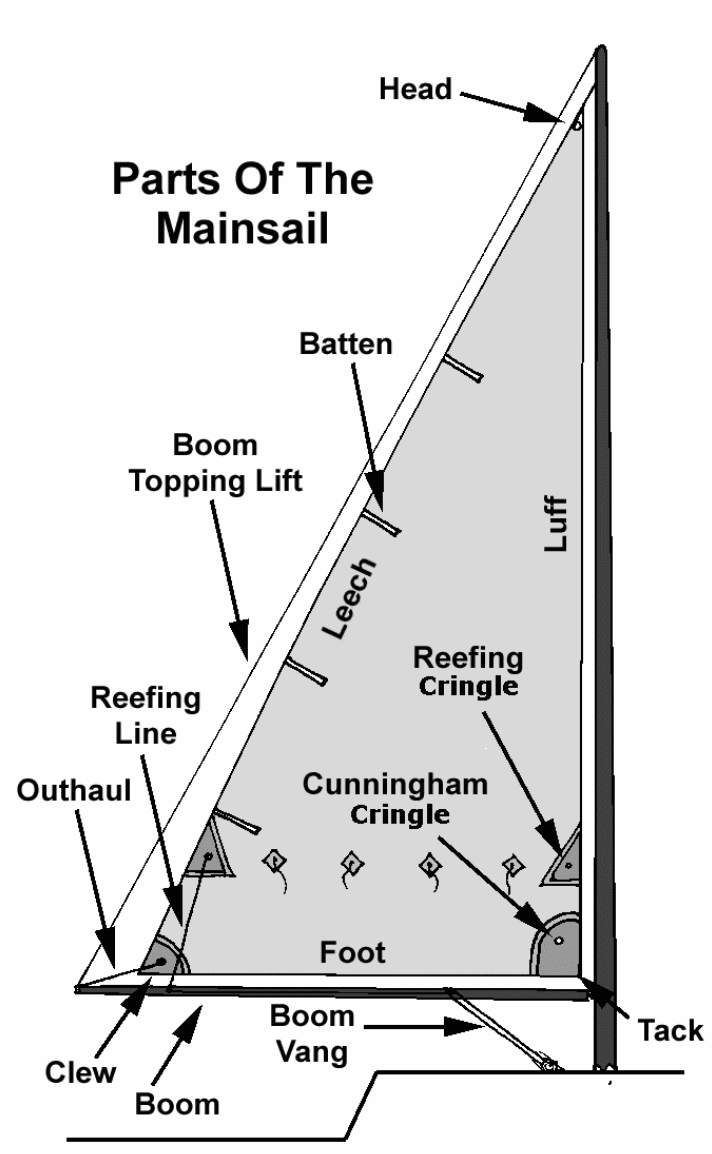
OASIS-V
Equipment Location



RIGGING
An Example



PARTS OF THE MAINSAIL- a general case



Boat Handling

Preamble

NOTE: The following instructions are presented to help Mate Candidates work through the many steps it takes to sail a boat safely and comfortably. While some of the steps are required, others are subject to skipper and crew preferences and should be considered as guidance rather than requirements. Your skipper will identify those that are requirements. Additionally, this manual is not a text-Book. It is mostly to highlight and give the Candidate a top view and to facilitate the training process. Mate Candidates are encouraged to read other material and to ask questions. Skippers and Mates are happy to instruct and help. This will also help both Skippers and Mates to retain and sharpen their skills. The more familiar you are with all aspects of the equipment and sailing the safer we are.

NOTE: *When performing your Mate duties remember to report to the skipper :*

(a) What you did
(b) Any observations
(c) Yet to be completed prior to departure

Before you leave home:

✓ *Check on tide conditions and marine weather forecast*

Some resources:

- ***Local paper***
- ***Web Sites***

http://tbone.biol.sc.edu/tide/sites_uswest.html
http://www.nws.noaa.gov/
http://www.wunderground.com/MAR/AN/150.html
https://www.sailflow.com/
http://www.talesofbalboa.com/weathereye/index.html

PREPARING THE BOAT FOR SAILING

I Boat Visual Inspection:

- Walk around the boat
    - Inspect for damage (Hull, equipment, rigging etc.)
    - Standing and running rigging undamaged and in place
    - Life-Lines secure
    - Dock step in place
    - Anchor secured
    - Shore lines in place
    - Shore power is hooked up
    - Fenders in place to protect hull

II Boarding

- Crew members should hand over to on board crew or place aboard all carry-on to have both hands free for boarding.
    - OASIS-IV – Use aft swim deck to board from the port side (ensure swim step is down & lifeline is released.
    - OASIS-V - Use the Dock Step on starboard & ensure the two starboard lifelines are released.

III Cockpit , Cabin & Deck Preparation

- Remove the COMPANIONWAY HATCH Canvas-Cover & Stow (O-V only)
- Unlock, remove padlock and remove the COMPANIONWAY HATCH PANELS & stow:
    - OASIS-IV - Starboard cockpit locker in canvas envelope.
    - OASIS-V- At companionway portside wall, lock hasp facing out.
- Stow the PADLOCK in the Nav station desk
- Remove all covers (Instrument covers, winch covers, Bimini cover & Bimini window-cover, Companion way cover & sail cover and stow:
    - OASIS-IV - In cockpit starboard locker
    - OASIS-V- In cockpit port locker
- Mount FLAG in the bracket on the Stern Pulpit.
- Verify that the PORTHOLE in the head is open.
- Check the LOGS for boat equipment condition and operation information and respond to situations, as needed.

IV Gear Retrieval and Stowage

- Get all COCKPIT CUSHIONS from the cabin and place in the cockpit.
- Put one PDF CUSHION per person in the cockpit.
- Put two WINCH HANDLES, one in each holder in Cockpit.
- Stow all PERSONAL GEAR.
    - OASIS-IV: Use cabin starboard and port settees
    - OASIS-V: Use aft cabin or Vee Berth (DO NOT place of leather settees)

V Engine, Electrical and System Preparation

- Check helm by turning wheel end-to-end
- Verify that the boat was left with AC ON: (verify at NAV panel, Reading lamps, BATTERY CHARGER RECTIFIER light or heater fan.)
- Rotate the BATTERY SWITCH from "***OFF"*** to:
    - ***"1"*** or "***2"*** or "***Both"*** (Skipper instructions) *If on* ***"BOTH"*** *while starting and running the engine, turn the BATTERY SWITCH to "****1"*** *or "****2"*** *after the engine is turned OFF*

NOTE: When switching from one battery to another go through the "BOTH" position (not the "OFF")

- Verify that the required breakers are ON
- Check Battery status
- Check consumable Status
    - On O-IV: Confirm Fuel, Waste & Fresh Water on control panel meter.
    - On O-V: Check fuel gauge (Check log for fresh water last fill & holding tank emptying dates)
- VHF: Verify it is ON & set to Channel 16. Check volume and squelch setting
- Check bilge
    - Verify that Bilge switch set on automatic and panel breaker is "ON"
    - Verify & operate bilge pump operation manually, remove excess water
    - Check for Oil or Diesel in the water (Report to Skipper)

- Engine
    - Visual inspection
    - Check oil
    - Check transmission fluid level
    - Check coolant level
    - Check alternator belt tension
    - Raw water intake valve open
    - Check fuel level
    - Inspect / clean sea-water strainer (O-IV)

- OASIS-V: Retrieve engine-key from Nav station & place in "engine starter"
- Verify that helm instruments and engine- panel gauges are ON (turn GPS ON)
- Unplug the SHORE POWER cable and flake it on the dock.

NOTE: Some Skippers might prefer to leave shore power ON while starting engine

VI Sails and Rigging Preparation

- Remove sail ties & stow below (O-IV). Leave several on (O-V) since it has no lazy jacks to hold sail in place.
- Line Preparation
    - Release the Main Halyard from its cleat or rope clutch and check that it is ready for main hoisting and place halyard on appropriate winch.
- Release Main Sheet from its cleat or rope clutch and check that it is ready for sail setting.
- Ensure that Boomvang clutch is open and line is free
- Ensure that the Traveler is centered
- OASIS-IV: Ensure that Preventer Lines are un-cleated
- Prepare the Furling Line (un-cleat and un-flake)
- OASIS-IV: Ensure that both Reef Lines are released and plenty of slack line is flaked on deck at the foot of the mast.
- OASIS-V: Ensure that the Reef Line is released
- Retrieve the Starboard and Port JIB SHEETs. Ensure they are free and ready to be wrapped around the appropriate winches.

GETTING UNDER WAY

I At the Dock

- Check the SAILING SCHEDULE to be sure that all crew members are aboard or accounted for. Place a checkmark beside the name of each person sailing. Cross out those who were listed but have cancelled their sail and indicate "NS" for no-shows. Write in names not on the list.
    - **NOTE:** This is generally done by the skipper
- Ensure that all loose GEAR is safely stowed below.
- Instruct all Guests on SAFETY PROCEDURES, location of life vests, fire extinguishers and use of the HEAD.

II OASIS-IV - Starting the Engine

- Ensure that engine raw water pickup seacock is open & filter is clean
- Ensure that the engine fuel cutoff plunger is pushed completely in.
- Place single-lever control in neutral position (12 o'clock)
    - NOTE: OASIS-IV has a single-lever to control both gear (forward & reverse) and acceleration. While in neutral, when pushed in, the 'button' on the lever acts as a clutch to disengage the transmission when you want to increase engine RPM while remaining in neutral. The button/clutch automatically pops out to re-engage the gearshift when the lever is returned to the neutral position.
- Engine Control Panel: Pull out the "key switch" to the "ON" position
- Engine Control Panel: Press the starter button and hold until engine starts, then release. Press the starter button for no longer than 5 seconds continuously
- Allow cold engine to warm up a minimum of 5 minutes
- Check that the lube oil pressure warning light and the engine overheat alarm lamp go "OFF" above 1000 rpm (they are located on the Engine Control Panel). If not, stop engine immediately using the fuel cutoff pull lever.
- Visually confirm that sea water (engine cooling) is indeed circulating

III OASIS-V - Starting the Engine

- Ensure that engine raw water pickup seacock is open & filter is clean
- Ensure that the engine fuel cutoff plunger is pushed completely in.
- Place gear-lever in neutral and throttle lever at slow limit (idle)
- Engine "ON" sequence:
    - When starting cold- turn the key all the way - this activates the engine glow-plug (preheating). When starting cold engine wait for 10 beeps/seconds.
    - NOTE: preheat not needed if not a cold start
    - Press the starter button to start engine. Hold until engine starts, then release both the starter button and key (the starter key will "spring back" to the ON position). Press the starter button for no longer than 5 seconds continuously. As you release the key the alarm (beeping) should stop.
    - NOTE: DO NOT turn the key to the OFF position.

If alarm persist turn engine OFF

- Check the engine gauges for proper operation (RPM / Temp / Volts / Fuel / warning lights)
- Allow cold engine to warm up a minimum of 5 minutes

IV Turn On Instruments

- Instruments should now be enabled (when you activated the electrical breakers). Verify that the instruments are on and functioning. Ensure GPS / Chartplotter is "ON" and set to desired Page and Waypoint.
  GPS / Chartplotter requires an instrument TURN-ON (the other instruments do not).
- Ensure VHF Radio is "ON" and is set to CH16 with volume and squelch adjusted.
    - OASIS-V is equipped with a portable VHF hand-held unit at the helm to communicate and set CH, Volume etc. Leave VHF handset plugged in at all times during AND after sailing to minimize connector damage.

V Cast Off Mooring Lines

- Cast off BOW LINES and SPRING LINES (as applicable). Leave all lines on dock (they remain cleated and at preset length)
- Leave fenders in place while undocking and to be removed later. When underway remove all FENDERS from the lifelines and stow them on the cabin FLOOR in Vee Berth . *Some skippers may want to remove fenders before undocking.*
- O-IV: Raise the helmsman's seat and secure the stern lifeline
- Ensure that Port and Starboard LIFELINES are secured
- Cast off STERN LINES. Confirm with the Skipper before removing

Verify that the boat is free of **all lines** and **shore power** before confirming "all clear". Ensure that all crew members are ready.

VI Leaving the Slip (Undocking)

Docking (see later) and undocking are highly susceptible to mishap. Wind, current and confined space require full attention to boat handling and requires crew's full attention. The points below are general since O-IV and O-V handle differently.

- Post a crew with boat hook on deck as a lookout and to fend off (recognize that fending off a 4 to 6-ton boat under power may not be possible).
- Post a crew at the stern to watch out for traffic, which might pose a danger to the exiting boat.
- Slowly motor in reverse out of the slip, turn to port when it is clear that the bow will clear the starboard side of the slip, continue to back out of the slip channel in reverse until you reach the main channel.
- While motoring in reverse out of the slip channel ensure boat is 'straight" (and parallel) in the channel. Attain ample speed to maintain steerage and "coast" (especially on O-V) the last 10-20 yards to the end of the slip channel by shifting to neutral and be ready to change direction by shifting into FORWARD and accelerating in case another boat unexpectedly enters the slip channel or traverses the slip channel entrance.
- When clear of traffic, shift into reverse and exit the slip channel turning to starboard into the main marina channel.
- Leave yourself plenty of room in the main marina channel, slow down and, when you are "straight (and parallel) in the main channel, shift into forward gear and proceed bow first out through the main marina channel to the turning basin in the main harbor channel.

A qualified Skipper must be positioned next to all inexperienced helmspersons when docking & undocking to be ready to "take the helm" on a moment's notice if necessary.

OASIS-V is 2 tons, 50% heavier than O-IV and has a much larger engine. Consequently, the momentum of O-V is significantly greater than O-IV so she readily "coasts" considerable distances in neutral. This makes the Docking and Undocking very different from O-IV and requires attention to speed control. GO SLOW, and practice, practice and practice.

RAISING THE SAILS

I Preparation

- With the boat under way and under power turn her directly into the wind, slow down and maintain just enough speed for steerage.

II Setting the Mainsail

- Remove all remaining SAIL TIES and stow below.
- Center the TRAVELER and cleat it down with both Cam Cleats.
- Ease the MAIN SHEET and BOOM VANG.
- Be sure that the REEFING LINE(s) slack is in place and will run free
- Release PREVENTERS from their Cleats. (O-IV: two lines. O-V: one line)
- Haul in the MAIN HALYARD to raise the MAIN SAIL. Take at least two clockwise turns around the Starboard Winch and secure it.
  A crew member standing at the Mast, hauling down on the Halyard (jumping the line or sweating the line) will make this task easier.
    - NOTE: OASIS-IV is equipped with a Lazy Jack. Very often battens get caught by the Lazy Jack lines and interfere with raising the main. (1) Have a person station to watch the battens and call a halt when caught. It will require lowering the main and repeating the action. (2) Keeping the boat directly into the wind ensuring main "wind neutrality" is key.
- Complete raising the main using the starboard winch to ensure appropriate tension on the sail's luff.
- Ensure that the mainsail HALYARD clutch is fully engaged and it is safe to take the line off the winch.
- Remove the line from the winch, flake and stow it.

- Take the MAIN SHEET, place two wraps on the appropriate winch. Trim the Main as required and secure the line.

III Unfurling the Jib

- Ensure that the JIB FURLING LINE is un-cleated and free. As the Jib is unfurled maintain enough drag/ tension on the line to ensure that the line is not tangled as it winds on furler.
- Ensure that the Windward JIB SHEET is free.
- Place the Leeward JIB SHEET on the appropriate winch (2-3 turns), haul it in to unfurl the jib.
- Trim and secure the JIB SHEET.
- Cleat down the JIB FURLING LINE and stow the line.

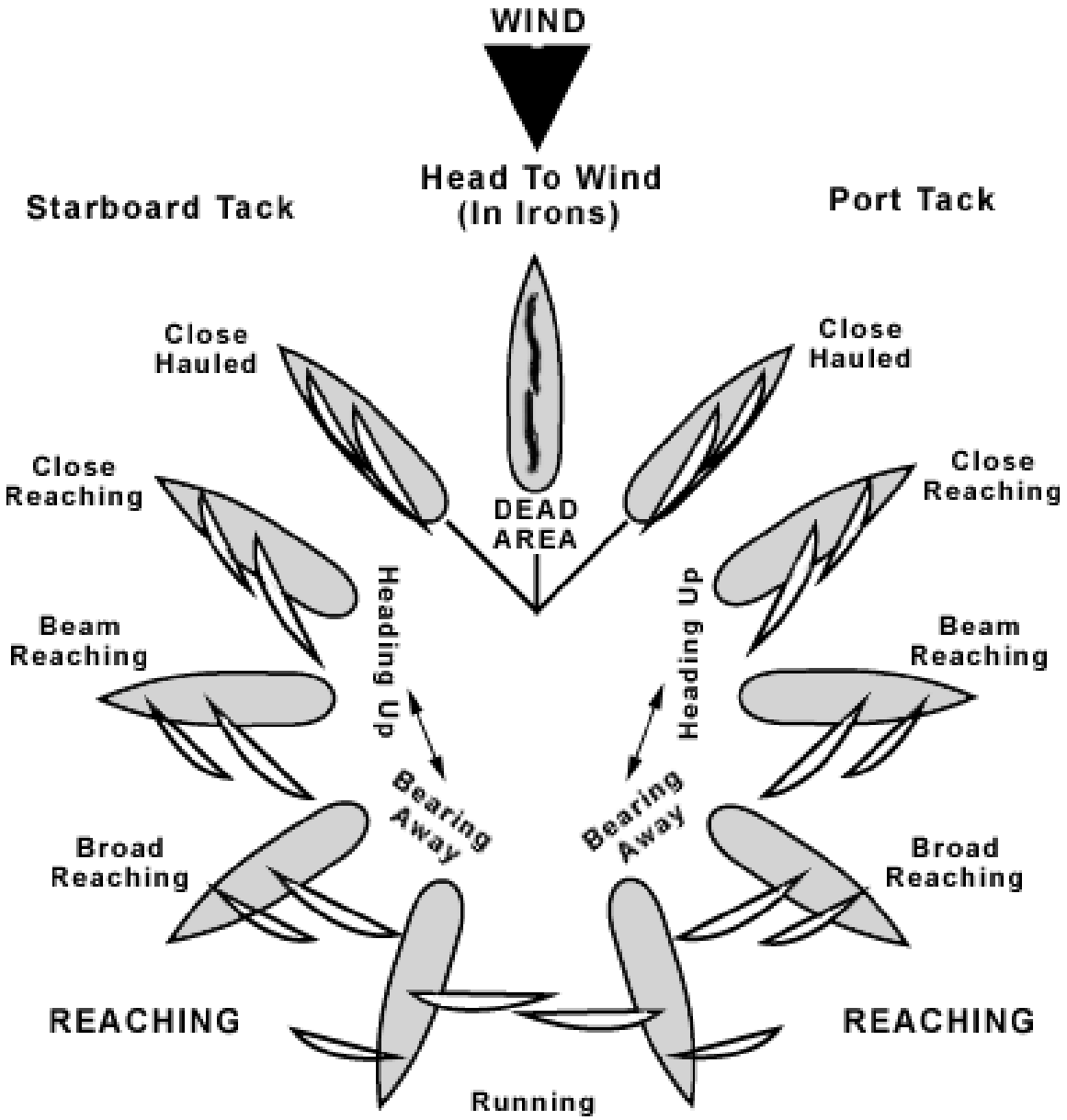
UNDERWAY

- Trim the mainsail using the MAIN SHEET and TRAVELER.
- Secure the PREVENTERS when warranted
- Prepare to shut down the ENGINE. Ensure that gear is in neutral and throttle is at idle speed (NOTE the difference between O-IV and O-V)
- OASIS-IV: Pull the black handle of the FUEL CUTOFF VALVE all the way up until the engine stops dieseling. Push down the FUEL CUTOFF VALVE to engine operating position after engine has stopped. Then, push the starter switch on the engine control panel 'in' to silence the alarm ("OFF" position).
- OASIS-V: Pull the red handle of the FUEL CUTOFF VALVE all the way up until the engine stops dieseling. Push down the FUEL CUTOFF VALVE to engine operating position after engine has stopped. Leave key "On". (Turning key "Off" will shut down engine gauges).
- Switch the MAIN BATTERY SWITCH to another setting. For example, from ALL or Both to 2. Leave the Switch on 2 while under sail (consult the Skipper).

Never turn the battery switch while the engine is running

POINTS OF SAIL

It is important to know the points of sail. The terminology is commonly used and you should be familiar and fluent: (a) what they are (b) how to set the sails for each point of sail.



REEFING THE MAINSAIL

I Preparation

NOTE: When Possible reef in the slip or, reef in the harbor.

- Center the Traveler cleat it down.
- Tighten the MAIN SHEET to prevent the boom from swinging either to port or starboard.
- Turn the boat into the wind.

II Reefing Position (good ref: http://www.sailingusa.info/weather_and_reefing.htm)

NOTE: Both O-IV and O-V employ a Single Line reefing system

NOTE: at the time of publication, O-IV has two (2) reefing lines with line clutches on starboard and port. O-V has one (1) reefing line with line clutch on starboard

- Boon Vang: Loosened
- MAIN HALYARD: If main is up, lower the main to allow for reefing otherwise, raise the main partially to allow reefing. Remember to secure the halyard around a winch.
- REEFING LINE: With the 1st or 2nd Reefing Line on the winch haul in until both the reefing cringle forming the new tack (next to the mast) AND the leach cringle forming the new clew are tightened. It is important to form a tight and well secured "new main-sail foot".
- Lock the Reefing Line in the appropriate Rope Clutch
- Tighten the main HALYARD until the Luff is taut. Secure its Rope Clutch.
- Trim the MAIN SHEET and secure the sheet (O-IV clutch; V Cleat on O-V).

FURLING THE JIB

I Preparation

- Turn the boat towards the wind keeping a little wind in the sail.
- Un-cleat the FURLING LINE.
- Throw off both JIB SHEETS, but keep enough drag on the JIB SHEETS to maintain a smooth wrap around the Headstay as the sail is furled.

II Furl and Secure the Jib

- Haul in the FURLING LINE using the Self-Tailing Winch if necessary.
- Ensure that there are 1 to 2 JIB SHEET wraps around the furled JIB
- Cleat down the FURLING LINE.
- Secure and store both JIB SHEETS (It's a good idea to secure the jib sheets on a winch in case someone on deck grabs them for a hand-hold)

LOWERING THE MAINSAIL

I Preparation

- Release PREVENTERS from their Cleats.
- Center the TRAVELER and cleat it on both ends.
- Haul in the MAIN SHEET to center the Boom, but leave enough slack to raise the Boom slightly. Cleat it down.
- Release the Rope Clutch and ease the BOOM VANG.
- Close the COMPANIONWAY TOP HATCH (do NOT step on O-IV hatch)
- Turn (and keep) the boat directly into the wind

II Lowering and Securing the Mainsail

- The Line Handler eases the MAIN HALYARD from the cockpit. If weather conditions permit two Sail Handlers up on the deck handle the flaking of the sail; pull down on the luff of the sail (at the mast) and pull the leech of the sail aft (further down at the boom) while flaking the sail. When done place 3 to 4 gaskets to secure the flaked sail around the boom.

If wind or other conditions do not allow safe sail - flaking while sailing, the sail will be lowered but flaking and tying will be completed in the slip.

- Pick up reefing line(s) slack
- At the slip, complete mainsail stowage with the sail cover.

RETURNING TO THE DOCK

I Preparation

- Make sure all loose gear is safely stowed below.
- Verify that the Depth Gauge and the Knot Meter are operating and monitor them closely, especially the depth gauge at low tide.
- Post a crewmember on deck with a boat hook ready to fend off, if needed. (Recognize that fending off a 4-6 ton boat under power may not be possible).
- OASIS-IV: Lower the aft Lifeline and the helmsman's seat in preparation to carefully step off the aft swim deck onto the dock.
- OASIS-V- release starboard Lifelines in preparation to carefully step off the boat onto the dock.
- FENDERS:
    - OASIS-IV: Skipper preference which fenders to put in place.
    - OASIS-V: Place flat fenders on Port and Starboard

II Docking

*Docking and undocking are highly susceptible to mishap (see "*Leaving the Slip (Undocking)"*, above.*

- Turn into the slip channel from the marina channel and proceed slowly.
- Bring the boat, in a gentle "arc" slowly into the slip, preferably in neutral gear and shift into reverse if necessary to slow and stop the boat inside the slip. Remember: the boat turns at its “pivot point” NOT at its bow or stern.
- Avoid striking either side of the slip
- Position the boat’s port stern next to the dock to enable a crew member to safely step off onto the dock.

OASIS-V weighs 6 tons, or 2 tons (50%) heavier than O-IV (at 4 tons). Consequently, the momentum of O-V is significantly greater than O-IV requiring far more distance to ‘stop’ and/or to reverse her direction. O-V “coasts” considerable distances in neutral. For example, at a speed of 1.2 to 1.5 knots when entering the slip channel to dock, she will easily ‘coast’, with ample steerage, in neutral, all the way to the slip. She will slow to 0.5 to 0.7 knot when you make your turn into the actual slip. Given her added momentum, this is generally plenty of speed and it enables you to stop and/or reverse direction if necessary. If slightly more speed is required to maintain steerage, simply shift into forward for 2-4 seconds with the throttle at ‘slow’, then shift back into neutral. This momentum, and her additional length and width makes docking and undocking O-V very different from O-IV. These require attention to going slow! Practice motoring in reverse using the yellow “Q” buoy between (Balboa/Collins and Harbor Islands) as your ‘target’. Practice and practice.

III Mooring Lines

After a crew steps off the boat onto the dock:

- First attach the Bow Lines (Port and Starboards) to the Bow Cleats and advise the helmsperson “bow lines are on”.
- Attach Port Spring Line to boat cleat
- Hand the Port and Starboard Stern Lines to the helmsman. He/she will attach to the boat stern cleats.
- Complete FENDER installation. Place them on the lower Lifelines near the widest part of the boat.

IV Engine and Electrical

Caution: Before turning engine "OFF" verify that the lines and boat are secure

- OASIS-IV: Ensure that the single- lever gear/ throttle lever is in the neutral (12 o'clock) position which idles the engine speed/RPM.
    - Pull the T-Handle of the FUEL CUTOFF VALVE all the way up until the engine stops dieseling. After the engine stops push the T-Handle back down. Now push IN the "Key Switch" to the "OFF" position (O-IV has NO ignition key).
- OASIS-V: Ensure that the gear lever is in neutral and the throttle lever is at the extreme idle position.
    - Pull the red T-Handle of the FUEL CUTOFF VALVE all the way up until the engine stops dieseling. After the engine stops push the T-Handle back down. Turn the starter key to off, remove the key and stow in the Nav Station.
- Shore Power - Carefully connect shoreline AC power. Always wrap the incoming cable around an upper stanchion or another easily visible frame. Ensure ample cable slack so the boat electrical connector is not pulled or strained.

  NOTE: Exercise caution to avoid damage to the AC connector. Do not drop the plug or cable in water.

SECURING THE BOAT AT THE DOCK

I Stowage of Gear

- Remove all PERSONAL GEAR and place it on the dock.
- Remove all TRASH and dispose of it in the Dumpster on the dock.
- Remove the COCKPIT & PFD CUSHIONS, ensure they are dry and stow in Vee Berth IF DAMP, PLACE ON CABIN FLOOR.
- Retrieve and install the INSTRUMENT, WINCH, BINNACLE HELM & Sail COVERS.
- Remove the FLAG from the stern rail and stow it on the shelf above the starboard berth.
- Remove the WINCH HANDLES and stow them on the Shelf above the Starboard Bunk.

II Passenger Disembarking

- Passengers should have both hands free when stepping off the boat onto the dock. Any passenger who feels hesitant about stepping off the boat to the dock should be offered assistance by a crewmember.

III In the Cabin

- If neither rain nor fog is expected, open the PORTHOLE in the Head.

IV Engine and Electrical

- BATTERY SWITCH: After engine is stopped - Rotate the switch to "OFF" position
- Verify that AC Main Panel Switch is "ON" (switch light is ON)
- Ensure Bilge Pump switch on "Auto"
- Verify that the 110 V (AC) READING LAMP is operating and that a BATTERY CHARGER Rectifier Light is "ON".
- Remove the PADLOCK from the Nav station desk hang it the companionway sliding cover.
- Place ignition key in the Nav station desk (O-V).

NOTE APPENDICES FOR O-IV and O-V BREAKER (SWITCH) SETTINGS

V Cleaning & Securing the Boat

- The Mate shall verify that the cabin, head and galley are clean. Mate to ensure that all garbage and dirt are collected for removal. Some dirt might need some cleaning and scrubbing. Place new plastic bag in the trashcan
- The Skipper shall fill out the LOG.
- Install the Companionway HATCH COVERS and lock the PADLOCK.
- Secure all canvas covers in place
- Step ashore. For safety and courtesy, the Mate shall remain on board until the Skipper has left the boat. Verify that all LIFELINES and MOORING LINES are attached. (NOTE: O-IV Swim Step remains down)
- HOSE DOWN THE BOAT <u>after every sailing to remove saltwater residue and aircraft jet fuel residue (our slips are under a flight path).</u> Use the dock hose to wash down the hull, railings & decks to remove dirt and residue. Be courteous to other OSC members, LEAVE THE BOAT IN THE SAME CONDITION FOR THE NEXT USER AS YOU WANT IT LEFT FOR YOU.
- Before leaving: Step back (do not fall in the water), take a good look at the boat, rigging etc.

GOOD JOB!

Programs, Rules & SOPs

(STANDARD OPERATING PROCEDURES)

CLUB GOVERNANCE

OSC is governed by its Constitution, By-Laws and Standard Operating Procedures (SOPs). Constitutional revisions or new articles require a 2/3's vote membership present at a General Membership Meeting, changes or additions to the By-Laws require a 2/3's majority vote of the directors present at a Director's Meeting. New SOPs require a majority vote of directors present at a Director's Meeting while minor SOP changes are made by individuals or committees responsible for administering relevant SOPs. See Constitution, By-Laws and SOPs for current details.

ASSESSMENT & ENHANCEMENT (A&E) PROGRAM SOP

Note: A brief overview of the A&E Program is shown below. For complete details and the up-to-date version of this program, please refer to the OSC website http://oasissailing.scyaweb.org/ **and click on "A&E" Program.**

- The Assessment and Enhancement (A&E) program is designed to encourage each OSC Skipper and Mate to maintain their skills through periodic assessment of performance. The objective is SAFE SAILING with NO ACCIDENTS or INJURIES.

- To address insurance and liability concerns, each Skipper/Mate will be certified by the Club in functions specified in the A&E Form and required to take steps to enhance their skills in areas where scores are substandard. The A&E Form is used to assess Skippers/Mates at all 4 Stages of the A&E Program described below. See the OSC website for details.
  - Stage 1 - Voluntary Collaborative Assessments Of Skipper's/Mate's Functions & Tasks by peers and crewmembers as constructive criticism.
  - Stage 2 – Required Periodic Assessment Of Each Skipper's/Mate's Functions & Tasks, once every 2 years.
  - Stage 3 – Required Enhancement Of A Skipper's/Mate's Specific Functions & Tasks, due to a "NO PASS" score on 4 or more of the Functions and Tasks on the A&E Form.
  - Stage 4 – Required Formal Evaluation Of Skipper's/Mate's Functions And Tasks, due to Incidents or Personal Complaints being filed.

- Description and Responsibilities of the A&E Committee
    - The Assessment and Enhancement Committee (A&E) reviews Skipper's or Mate's performance based upon information contained in one or more of the following input documents:
        - A mentor-sponsored nomination for promotion to Mate or Skipper (State 2)
        - A periodic A&E Assessment (State 2)
        - A Board required Enhancement (State 3)
        - A Personal Complaint filed against a member (Stage 4)

Composition Of The Committee

The A&E Committee is comprised of 3 randomly-selected Skippers who will serve a one-year term and may include one independent (outside) professional. The A&E Committee may appoint others (if possible, former A&E Committee members or the alternate member will be used) to conduct periodic Skipper/Mate Assessments based upon workload. See the OSC website for details.

Immediate Temporary Suspension Of Certification

When the Committee or the Commodore determines an incident to be Major and/or when a Skipper or Mate fails to successfully complete their A&E Review, the Commodore may immediately declare a suspension of his/her certification, or restriction on that certification. See the OSC website for details.

Incident Reports

Any OSC member may originate and sign an Incident Report. The Skipper, Mate, Helmsman and other crewmembers who are present when an incident occurs should, and may be required to, provide their perspective of the incident by submitting an Incident Report. See the OSC website for details.

A&E Committee Recommendations after investigating Incident Reports and/or Personal Complaints

The A&E Committee delivers its findings with its recommendations to the Commodore who will submit it to the Board of Directors at its next scheduled or special meeting. The Directors present either accept the A&E Committee's recommendations, or overrule it with a 2/3's majority vote and must provide specific substitute actions to be taken, also approved by a 2/3's majority vote. Absent a 2/3's majority vote of Directors present on both the overrule and on the specific substitute actions, the A&E Committee's recommendations stand.

Considerations – See the OSC website for details.

Mandatory Performance Enhancement Actions/Training

See the OSC website for details.

Oversight

The Vice Commodore will oversee the A&E Program day-to-day to ensure that all procedures are being followed in a timely manner, and ensure that the Commodore is fully informed.

A&E Review Form

See the OSC website for details and the "on water" A&E evaluation Form.

MATE-CANDIDATE'S PROMOTION SOP

Nomination And Voting Process
For Promotion Of Mate-Candidate To OSC Mate

I. Once a Mate Candidate has completed the Mate Candidate's section of this manual and had the Differences, Experience, Assessment & Enhancement Review properly signed off and approved, the candidate's Mentoring Skipper may submit a written nomination to the Commodore for promotion to OSC Mate.

II. The Commodore will introduce the nomination at a closed session of the Directors Meeting and, after discussion and a second to the motion to promote, call for a vote.

III. If a majority of Directors vote in favor, the Mate Candidate is promoted to OSC Mate, and so advised.

RULES OF THE ROAD

I All Boats:

- A moving boat gives way to a stopped boat.
- An overtaking boat gives way to the boat being passed.
- A pleasure boat gives way to large ships.
- A power boat gives way to a sail boat.

Exceptions: A ***sail boat*** gives way to vessels restricted in their ability to maneuver (***ships, ferries, tugboats with tows***, ***fishing boats*** with nets & lines out, etc.)

II Boats Under Power:

- Both boats give way when meeting head-on. Passing Port-to-Port is preferred
- Boat on port side gives way to boat on starboard side when power boats cross.

III Boats Under Sail:

- Boat on port tack gives way to boat on starboard tack.
- The windward boat gives way to the leeward boat when both boats are on the same tack.

HORN SIGNALS

- 1 blast = "I am turning to starboard".
- 2 blasts= "I am turning to port".
- 3 blasts= "I am backing down up".
- 5blasts = " In doubt, Danger"
- **Sailboat in FOG** - One Prolonged blast followed by two short blasts Repeat every 2 minutes. (1 Prolonged when under power)

CHANNEL BUOYS AND MARKERS (ENTERING THE HARBOR)

- Rule #1 – Red- Right-Returning
- Right Side – Red, Even Numbers, Triangle (Nun)
- Left Side - Green, Odd Numbers, Square (Can)
- Mid Channel - Red & White or Black & White (may be lettered)

SAILING IN FOG

- Position Crew Member on bow for lookout
- Raise radar deflector on burgee halyard (OASIS-IV)
- Turn "ON" running lights
- Turn "ON" steaming lights, if motoring
- Use GPS map page and way points page for location of Buoys, jetty and harbor markers
- Follow rules of horn signals

NOTE: Use of radar is recommended under fog conditions (O-V). Requires a trained operator and should not be attempted otherwise.

SEAWORTHY TRAINING PROGRAM

Note: A brief overview of the Seaworthy Training Program is shown below. For complete details and the up-to-date version of this program, please refer to the OSC website and click on “A&E Program".

The following Seaworthy Training sessions cover skills that may not be encountered in daily sailing, and compliment the Club’s Assessment & Enhancement (A&E) Program and ensure that Mate Candidates are fully trained to fulfill their responsibility, they are:

- **Anchoring & Prop Walk Turning**
    - The proper procedures for anchoring are reviewed in addition to actual practice of dropping & hauling up the anchor, ensuring correct scope is used, etc. Appling "Prop Walk" to 360 degree turn is explained and demonstrated
- **Boat Systems**
    - A thorough overview of boat systems is conducted on-board each of the Club’s vessels including engine, electronics, hydraulics, and communications.

- **Crew Overboard (COB/MOB)**

    - Participants do actual simulations of crew overboard search & rescue situations, maneuvering the boat back to the COB, and hauling the COB back aboard ship.

- **Docking/Undocking**

    - Participants are drilled in actual docking & undocking the Club's sailboats at boat slips.

- **Figure "8", Heave-To, and Quick Stop**

    - Participants practice sailing a "pre-planned" Figure 8 by determining wind direction so that the maneuvers includes 2 tacks and 2 gibes. Also, putting the boat into a Heave-To to "park" the boat, and execute a Quick-Stop.

- **Boat Handling, Motoring in Close-in Quarters**
    - Participants simulate maneuvering the boat in slip channel by practicing around buoys, especially motoring in reverse as if in close quarters.

Seaworthy Training Sessions are usually scheduled quarterly.

SKIPPER CANDIDATE'S PROGRAM SOP

Nomination And Voting Process For Promotion Of Skipper-Candidate To OSC Skipper

Note: A brief overview of the Skipper Candidate's (SC) Program is shown below. For complete details and the up-to-date version of this program and the Skipper Candidate's Evaluation Form please refer to the OSC website under "Skipper - Candidate Program"

1. To become a Skipper-candidate an OSC Mate must obtain a mentoring-Skipper to mentor, guide and potentially recommend the Mate to become an OSC Skipper.

    a. The mentoring-Skipper will seek out three (3) additional Skippers to form a 4-person "SC Mentor Team", with each of the four agreeing to sail with the SC at least 4 times as "Skipper of the Day". See the OSC website for details.

2. The candidate should sail, as "Skipper of the Day", with as many active skippers as possible .

3. A minimum of three out of the 4-member SC Mentor Team (75%) must be in favor of nominating the SC for promotion to Skipper. When the mentoring-Skipper feels the candidate has performed successfully the Mentor Team will jointly review the SC's: (1) sailing progress, and results of the A&E review, (2) Skipper Attribute Evaluation Forms, and (3) vote on whether to nominate candidate to become a Skipper. See the OSC website for details.

4. The Commodore will conduct the vote by secret ballot in closed confidential Executive Session and if 75% of those Directors present vote in favor, the Commodore will announce the promotion at the regular meeting.

5. Skipper Attribute Evaluation Form : See the OSC website for the Form.

SKIPPER EMERITUS PROGRAM

Seniors comprise the majority of Oasis Sailing Club members. In recognition that a Skipper's sailing skills may remain sharp while his/her response or reaction times may slow as a natural part of aging, the club has developed a program that maximizes respect and ensures safe sailing. This voluntary program enables Skippers to request their status be changed from Skipper to Skipper Emeritus. The Skipper Emeritus program allows Skippers to retain their Skipper voting rights, Directorship and to attend all Skipper/Director meetings.

This position is identical to that of Skipper, except that the Skipper Emeritus can only skipper a boat if another Skipper is aboard. And, the Skipper Emeritus cannot take the helm unless seaward of the jetty or if an immanent emergency requires it.

A Skipper who voluntarily assumed the status of Skipper Emeritus may submit a written request that the Board of Directors shall restore the Skipper to full Skipper status. Prior to reconsideration by the board, the Skipper Emeritus shall successfully complete all of the requirements that the board may direct. In it's sole discretion, the board may approve the request and the Skipper shall act only within the parameters that the board may establish. See OSC Constitution and By-Laws for complete and current details.

SLIP EXIT PROCEDURE

The following motion was passed at the Director's Meeting in October 2010. "The Club recommends that both Club boats be taken out from the dock stern first, but it is the Skipper's prerogative to take a boat out stern first or bow first".

VHF RADIO AND CHANNELS

VHF Radiotelephone (156-162 MHz) - Used for voice communications with other ships and coast stations over short distances.

Channel 16
For distress, emergency, safety and initial vessel contact messages ONLY. The intent here is to have the recreational boater make contact on channel 16 and then move to one of the other recreational channels thus clearing channel 16 of some of its traffic. Never use channel 16 for a radio check.

Channel 9
Is designated by the FCC as the Recreational Calling Channel for use by non-commercial boaters.

Channels 68, 69, 71, 72 and 78A.
For non-emergency calls, once contact has been made on channel 9 or 16, switch to one of these "working channels. Also use these channels for your radio checks.

Channels 3, 21, 23, 61, 64, 81, 82 and 83
Can not be lawfully used by the general public in U.S.A waters.

Mayday calls
Used only when there is immediate danger of loss of property or life and loss of communication. In other words, if you are sinking, or see another vessel sinking, or someone on board is seriously injured, you issue a "Mayday" call.
Otherwise use the "Pan Pan" call. (If possible, obtain your location from the GPS)

Hailing (or Raising)

Other than being in standby, Channel 16 is for hailing and distress purposes. So make your initial hailing call clear and short!

The correct hailing procedure is to state one to three times in succession the name of the boat or station you are calling, followed once or twice by the name of your boat, then "Over." Any additional words are unnecessary and incorrect procedure. Once your party replies, you instruct him/her to switch to a working channel like 68 or 69 and clear channel 16.

Oasis Sailing Club

Corona del Mar, California

www.OasisSailing.SCYAweb.org

Appendices

OASIS-IV

57 APPENDIX A: OASIS-IV ENGINE

58 APPENDIX B: OASIS-IV ENGINE CONTROL PANEL

59 APPENDIX C: OASIS-IV SEACOCK & THRU-HULL FITTING S

60 APPENDIX D: OASIS-IV ELECTRICAL PANELS

63 APPENDIX E: OASIS-IV GPS

OASIS-V

65 APPENDIX A: OASIS-V ENGINE

67 APPENDIX B: OASIS-V ENGINE CONTROL PANEL

68 APPENDIX C: OASIS-V THRU-HULL LOCATIONS

69 APPENDIX D: OASIS-V ELECTRICAL CONTROL PANELS

74 APPENDIX E: OASIS-V AUTOPILOT

76 APPENDIX F: OASIS-V CHART PLOTTER

Please see the Update Supplement with release date: 3/2811

82 APPENDIX G: OASIS-V OTHER INSTRUMENTS

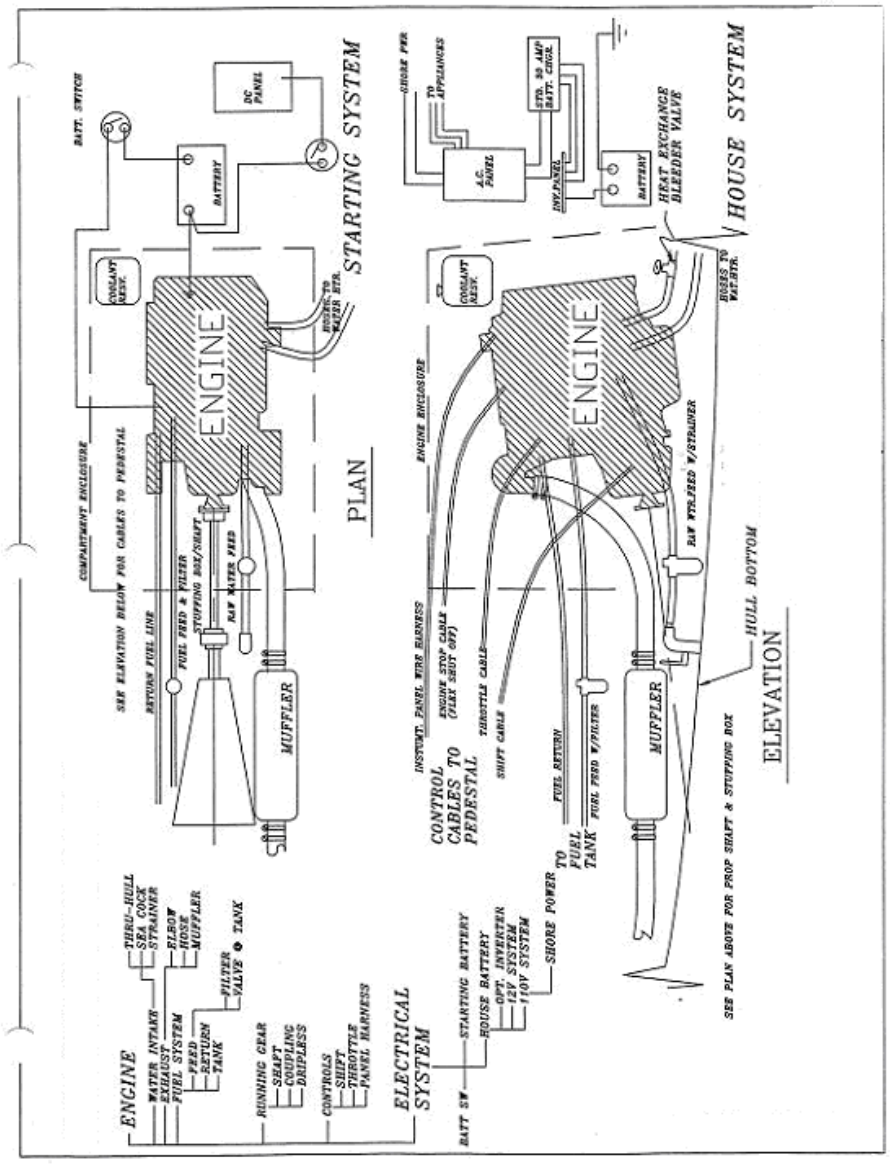
XX APPENDIX H: OASIS-V SUMP PUMP OPERATION

Please see the Update Supplement dated 3/28/11

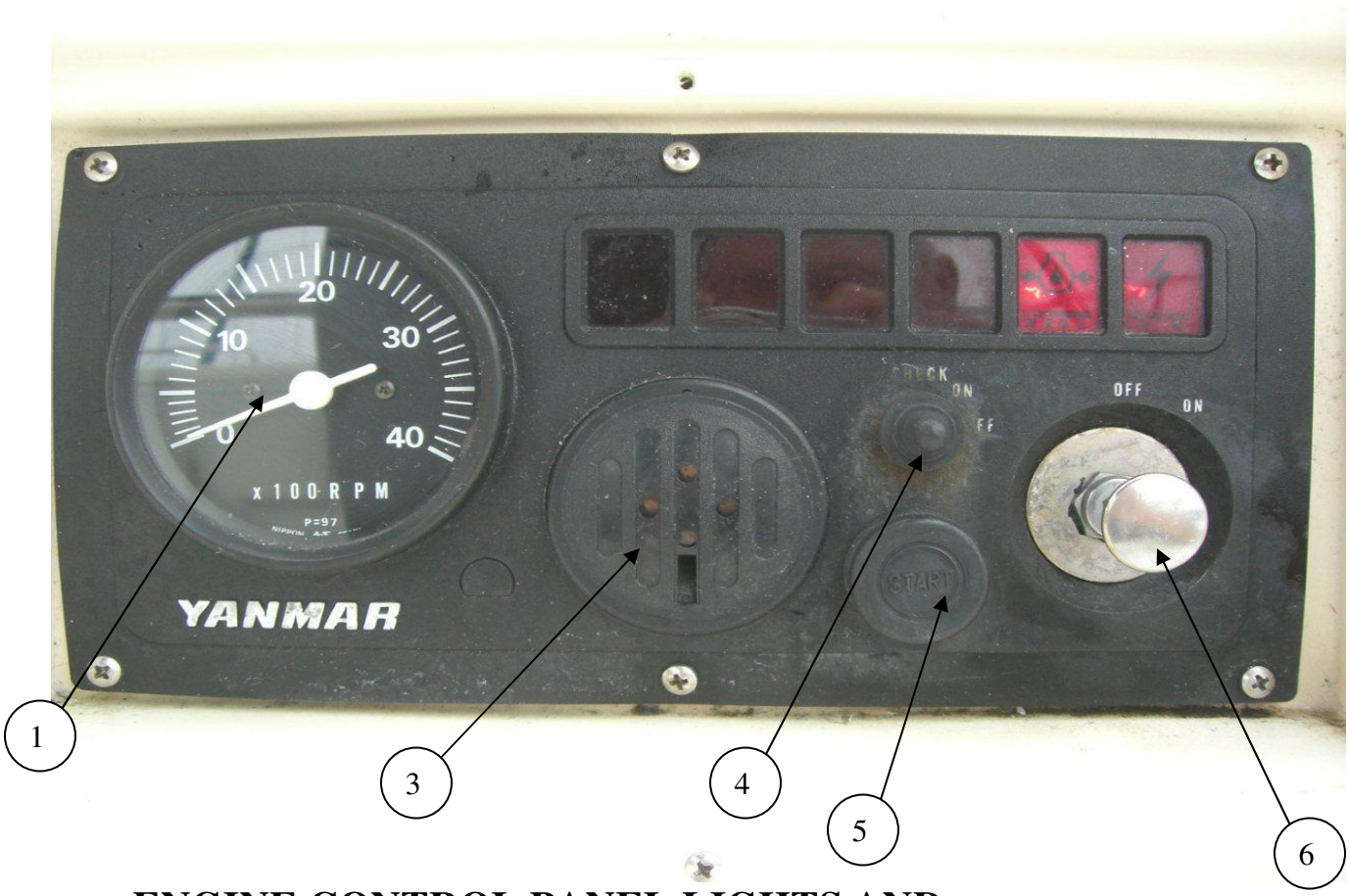
OASIS-IV

APPENDIX A - OASIS-IV ENGINE

It is critical that sea water is continuously passing through our engine system for cooling purposes. To check this a device has been installed that makes it very easy to see if the water is flowing. This device is installed in the 5/8 inch water hose between the heat exchanger and where it enters the exhaust system. It is close to the rear top of the engine and it is a passive device and in no way effects the flow of water. The transparent bowl has two little floating cubes that “dance” when the water is flowing. In this position in the system you can easily observe the cooling water <u>after</u> it has gone through the heat exchanger. Proof positive that all components are OK.



APPENDIX B: OASIS-IV ENGINE CONTROL PANEL



ENGINE CONTROL PANEL LIGHTS AND SWITCHES.

1. TACHOMETER.

2. SIX LIGHTS AT TOP. LEFT THREE ARE INOPERATIVE, IGNORE.

FOURTH- ENGINE OVERHEATING. WHEN LIT, STOP ENGINE.
FIFTH- LOW OIL PRESSURE. WHEN LIT, STOP ENGINE.
SIXTH- LOW VOLTAGE AT THE BATTERY SELECTED. INVESTIGATE THE PROBLEM.
3. ALARM BUZZER. (ROUND UNIT CENTER). THIS ALARM WILL SOUND WHEN ANY OF THE THREE LIGHTS ARE LIT.

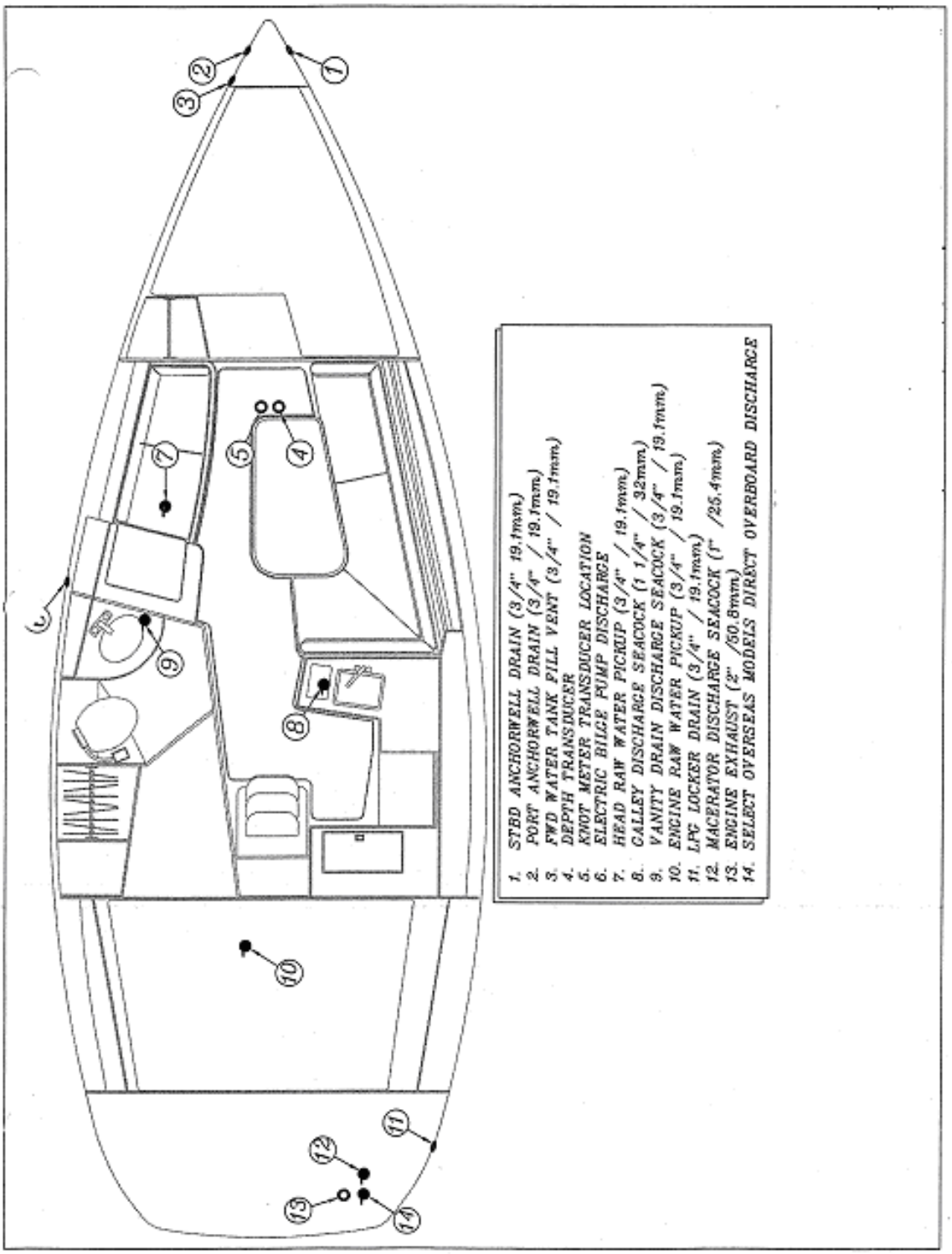
4. TOGGLE SWITCH. (UNDER LIGHTS). PUSH UP TO TEST THE LIGHTS IN 2. ABOVE.

5. START BUTTON. PUSH TO START THE ENGINE. DO NOT HOLD IN FOR MORE THAN 30 SECONDS.

6. ROUND PUSH/PULL SWITCH. IMPORTANT= THIS SWITCH MUST BE OUT AT ALL TIMES WHEN THE ENGINE IS RUNNING.

NOTE: THE STARTER WILL NOT BE ENERGIZED WHEN THIS SWITCH IS IN.
NOTE: IGNORE THE 'OFF' AND 'ON' WRITING ADJACENT TO THIS SWITCH.

APPENDIX C: SEACOCK & THRU-HULL FITTINGS


1. STBD ANCHORWELL DRAIN (3/4" 19.1mm)
2. PORT ANCHORWELL DRAIN (3/4" / 19.1mm)
3. FWD WATER TANK FILL VENT (3/4" / 19.1mm)
4. DEPTH TRANSDUCER
5. KNOT METER TRANSDUCER LOCATION
6. ELECTRIC BILGE PUMP DISCHARGE
7. HEAD RAW WATER PICKUP (3/4" / 19.1mm)
8. GALLEY DISCHARGE SEACOCK (1 1/4" / 32mm)
9. VANITY DRAIN DISCHARGE SEACOCK (3/4" / 19.1mm)
10. ENGINE RAW WATER PICKUP (3/4" / 19.1mm)
11. LPG LOCKER DRAIN (3/4" / 19.1mm)
12. MACERATOR DISCHARGE SEACOCK (1" /25.4mm)
13. ENGINE EXHAUST (2" /50.8mm)
14. SELECT OVERSEAS MODELS DIRECT OVERBOARD DISCHARGE

APPENDIX D: OASIS-IV ELECTRICAL PANELS

DC Panel

AC Panel

DC Main Breaker (Leave ON)

Battery Switch Panel at floor level
Under chart table, mounted on Port Settee at floor level

D.C. MAIN POWER

1. Turn Battery Switch (located under the Nav Station) to an “ON” position ("1", "2" or "BOTH")
2. Then turn “ON” the “D.C. Main” Breaker on the D.C. side of Main Distribution Panel (See below)
3. Battery connects to D.C. side of Main Distribution Panel
4. If no power, check Reset on the Battery Switch Panel.

OASIS-IV DC CONTROL PANEL.

A. THE LEFT SIDE OF DC PANEL. TOP TO BOTTOM.

1. **DC MAIN**. LEAVE ON ALWAYS. WHEN THIS LIGHT IS LIT IT WILL INDICATE THAT THE MAIN BATTERY SWITCH IS ON. WHEN OFF, IT INDICATES BATTERY SWITCH IS OFF.

2. **PANEL LIGHTS**. DISABLED, LEAVE OFF.

3. **CABIN LIGHTS.** LEAVE ON.

4. **LP GAS**. ON ONLY WHEN USING PROPANE STOVE. OFF FOR ALL OTHER TIMES.

5. **TANK INDICATOR**. LEAVE ON.

6. **WATER PUMP**. LEAVE ON. TURN OFF IF ANY PLUMBING IS LEAKING.

7. **SUMP PUMP**. LEAVE OFF. TURN ON IF SHOWER IS BEING USED.

8. **STEREO**. LEAVE OFF. TURN ON FOR FM/CD PLAYER.

9. **MACERATOR**. LEAVE OFF. TOGGLE ON TO PUMP THE HOLDING TANK.

10. **BILGE PUMP**. LEAVE ON. TOGGLE TO MANUALLY RUN BILGE PUMP.

B. THE RIGHT/MIDDLE SIDE OF DC PANEL. TOP TO BOTTOM.

1. **TOP THREE LIGHT SWITCHES**. THESE ARE FOR NIGHT SAILING. AS REQUIRED FOR NIGHT/FOG.

2. **INSTRUMENTS.** LEAVE ON.

3. **VHF RADIO**. LEAVE ON.

C. THE FAR RIGHT SIDE OF DC PANEL. MIDDLE TO BOTTOM.

1. **DC VOLTAGE INDICATOR**. USE MAIN BATTERY SWITCH TO READ 1 OR 2.

2. **CD ALARM RESET**. TO RESET THE CARBON DIOXIDE ALARM UNIT.

3. TWO **12VDC AUXILIARY** OUTLETS AND RESET BUTTON.

OASIS-IV AC CONTROL PANEL.

A.C. Main	Provides A.C. voltage to A.C. side of Panel	Leave ON
Outlets	Provides A.C power to the boat's outlets	Leave ON
Microwave	Supplies power to outlet behind Microwave	
Batt Charger	Provides power to Battery Charger	Leave ON
Water Heater	Supplies power to Electric Water Heater	

TANK SYSTEM MONITOR. (LOWER RIGHT)

USE UP AND DOWN ARROWS TO VIEW THE FOLLOWING:

1. DIESEL FUEL LEVEL. (TO BE CALIBRATED WHEN FUEL TANK IS EMPTY)
2. FRESH WATER LEVEL
3. HOLDING TANK LEVEL.

APPENDIX E: OASIS-IV GPS

Garmin **GPS 545** is the one we currently use.

Feel free to get the manual (GPSMAP 400/500 series) off the internet to study the instrument operation:

http://www8.garmin.com/manuals/GPSMAP431_431s_OwnersManual-US-_EN_.pdf

The "quick Reference" (see below) can be found at:

http://www8.garmin.com/manuals/GPSMAP421_421s_QuickReferenceGuide_EN_.pdf

Finding a Marine Service and Navigating to It

To begin navigating:

1. From the Home screen, select **Where To?**.
2. Select a category.
3. Select a destination.
4. Select **Navigate To**.
5. Select **Go To**.
   OR
   Select **Guide To** when using a preprogrammed BlueChart® g2 Vision® card to use Automatic Guidance.
6. Follow the colored line on the screen to the destination.

To stop navigating:
From the navigation chart, press **MENU**, and select **Stop Navigating**.

Marking a Waypoint or Man Overboard (MOB)

To mark your current location as a waypoint or as an MOB:

1. From any screen, press **MARK**.
2. Select **Back** to save the waypoint, or select **Man Overboard** to designate the waypoint as an MOB point.

To create a new waypoint:

1. From the Home screen, select **Charts** > **Navigation Chart**.
2. Use the map pointer to select the location you want to designate as a waypoint.
3. Press **SELECT**.
4. Select **Create Waypoint**.

Create a Waypoint

To move the waypoint on the Navigation chart:

1. Use the map pointer to highlight the waypoint on the Navigation chart and press **SELECT**.
2. Select **Review**. (The **Review** button is only shown when more than one waypoint is in the vicinity.)
3. Select the button for the waypoint you want to edit > **Move**.
4. Press **SELECT** to save the new location.

Searching for a Destination by Name

1. From the Home screen, select **Where To?** > **Search by Name**.
2. Use the **Rocker** to select characters and spell at least a portion of the name of your destination.
3. Press **SELECT** to view the 50 nearest destinations that contain your search criteria.
   To go to the location, select the location > **Navigate To** > **Go To**.

Enter the Name

View the Search Results

Editing or Deleting a Waypoint

To edit an existing waypoint:

1. From the Home screen, select **Information** > **User Data** > **Waypoints**.
2. Select the waypoint you want to edit.
3. Select **Edit Waypoint**.
4. Select the waypoint attribute you want to change (**Name**, **Symbol**, **Depth**, **Water Temp**, **Comment**, or **Position**).

To delete a waypoint or an MOB:

1. From the Navigation chart, use the map pointer to highlight the waypoint or the MOB on the Navigation chart.
   OR
   From the Home screen, select **Information** > **User Data** > **Waypoints**.
2. Select the waypoint or the MOB you want to delete.
3. Select **Review** > **Delete** (The **Review** button is only shown when more than one waypoint is in the vicinity.)

Turning the Unit On and Acquiring a Signal

See the *Important Safety and Product Information* guide in the product box for product warnings and other important information.

Turning the Unit On or Off

To turn on the unit, press and release the **Power** key. When the Warning screen appears, select **I Agree** to view the Home screen. To turn off the unit, press and hold the **Power** key.

Home Screen

Acquiring GPS Satellite Signals

When you turn on the unit, the GPS receiver must collect satellite data and establish the current location. When the unit acquires satellite signals, the signal strength bars at the top of the Home screen are green. When the unit loses satellite signals, the green bars disappear and the position icon displays a flashing question mark.

Please visit www.garmin.com for additional documentation and information.

Using the Keypad

POWER/BACKLIGHT—Press and hold to turn the unit on or off; press and release to adjust the backlight and the day and night modes.

RANGE (-/+)—Press to adjust the range of the sonar, to zoom in or out on a chart, to page up or down on lists, or to adjust the backlight level.

ROCKER—Press up, down, left, or right to move through menus, highlight fields, and enter data.

MARK—Press to mark a waypoint.

SELECT—Press to select highlighted items.

HOME—Press to return to the Home screen.

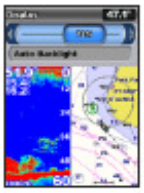
MENU—Press to access additional settings and configuration options; press to return to the previous screen when indicated.

Adjusting the Display Settings

To adjust the backlight:

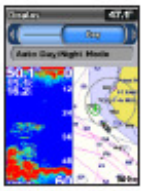
1. Press and release the **Power** key.
2. Select **Backlight**.
3. Press left or right on the **Rocker** to manually adjust the backlight.

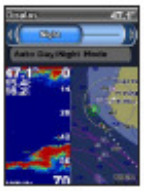
NOTE: Press the **Power** key repeatedly to cycle between maximum backlight, minimum backlight, and your manual setting.



To switch between day mode and night mode:

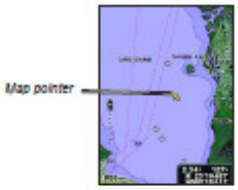
1. Press and release the **Power** key.
2. Select **Color Mode**.
3. Press left or right on the **Rocker** to switch between modes.


Day Mode


Night Mode

Panning and Zooming on the Navigation Chart

Use the **Rocker** to move the map pointer () away from your current location and to scroll to other areas on the Navigation chart. As you pan past the edge of the current map display, the screen scrolls forward to provide continuous map coverage.



As you move the map pointer, you can view the distance and bearing from your current location and the map pointer location coordinates in the lower-right corner of the map.

To pan the map, press up, down, right, or left on the **Rocker**.

Zooming In and Out on the Map

The **Range (-/+)** keys control the zoom level, indicated by the scale at the bottom of the Navigation chart (800m). The bar under the number represents that distance on the map.

OASIS-V

APPENDIX A: OASIS-V ENGINE

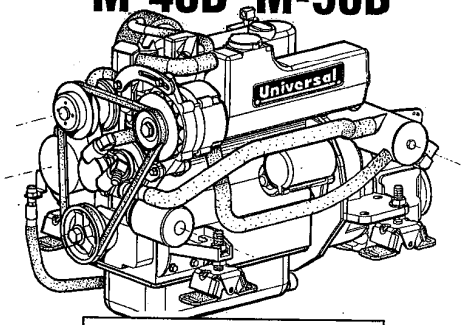
OPERATORS MANUAL

Universal

MARINE DIESEL ENGINES

M3-20B M-25XPB M-35B

M-40B M-50B



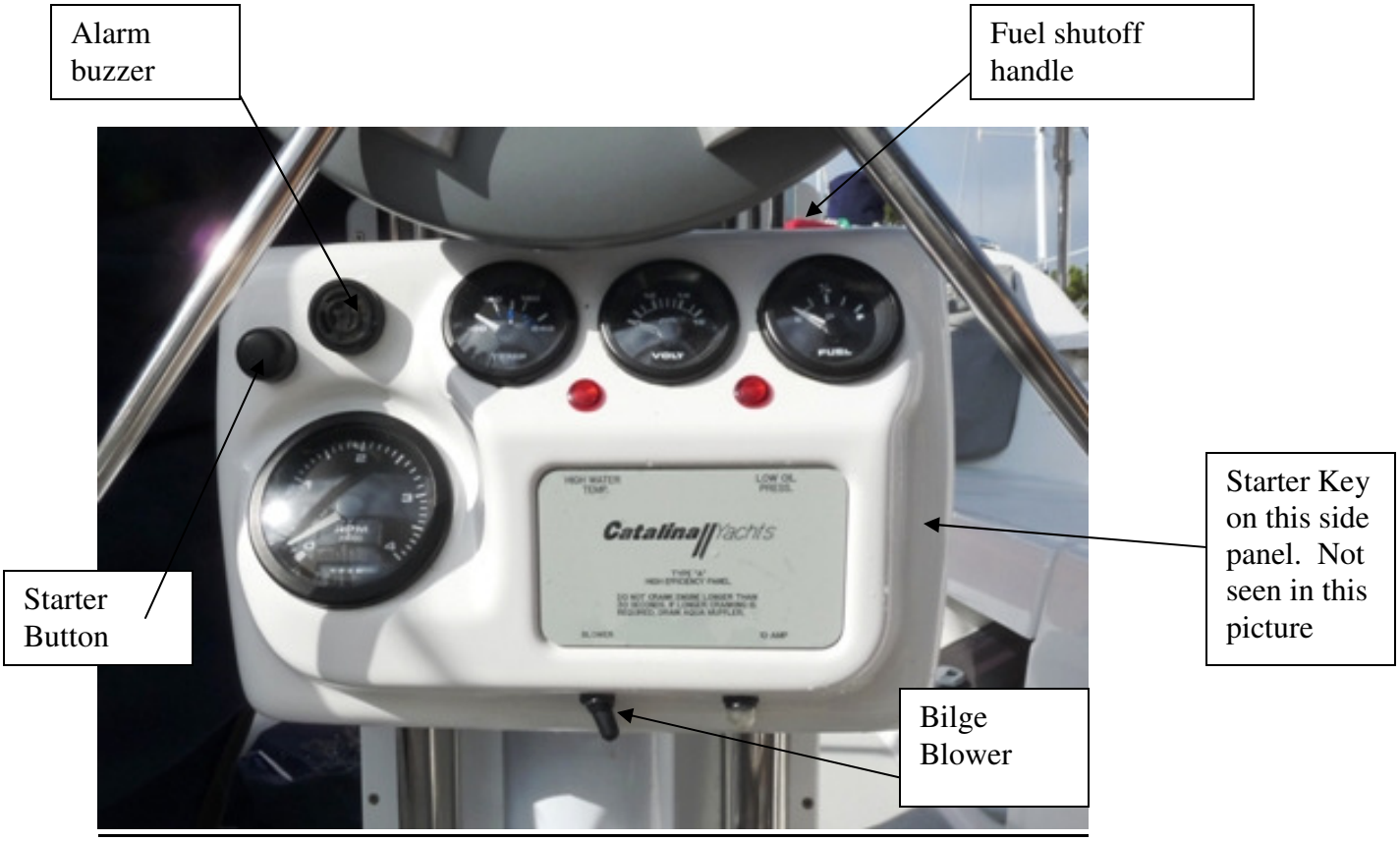
PUBLICATION 200550
REVISION 2
FEBRUARY 2010

Universal
MARINE POWER

WESTERBEKE CORPORATION • MYLES STANDISH INDUSTRIAL PARK
150 JOHN HANCOCK ROAD, TAUNTON, MA 02780-7319 U.S.A.
TEL: (508)823-7677 • FAX: (508)884-9688 • WEBSITE: WWW.WESTERBEKE.COM

Member National Marine Manufacturers Association

APPENDIX B: OASIS-V ENGINE CONTROL PANEL



OASIS-V ENGINE CONTROL PANEL AND SWITCHES.

1. **ENGINE KEY SWITCH.** TURNING THE KEY CLOCKWISE TO THE FIRST POSITION TURNS ON THE FUEL "LIFT" PUMP. CONTINUING TURNING ACTIVATES THE GLOW PLUGS THAT PREHEATS THE FUEL. (DO NOT EXCEED 10 SECONDS IN THIS POSITION) THEN PUSH THE STARTER BUTTON AT THE FAR LEFT OF THE PANEL TO CRANK THE ENGINE.

NOTE: ONLY USE THE PREHEAT IF THE ENGINE IS COLD. ON WARM SUMMER DAYS PREHEATING IS USUALLY NOT REQUIRED.

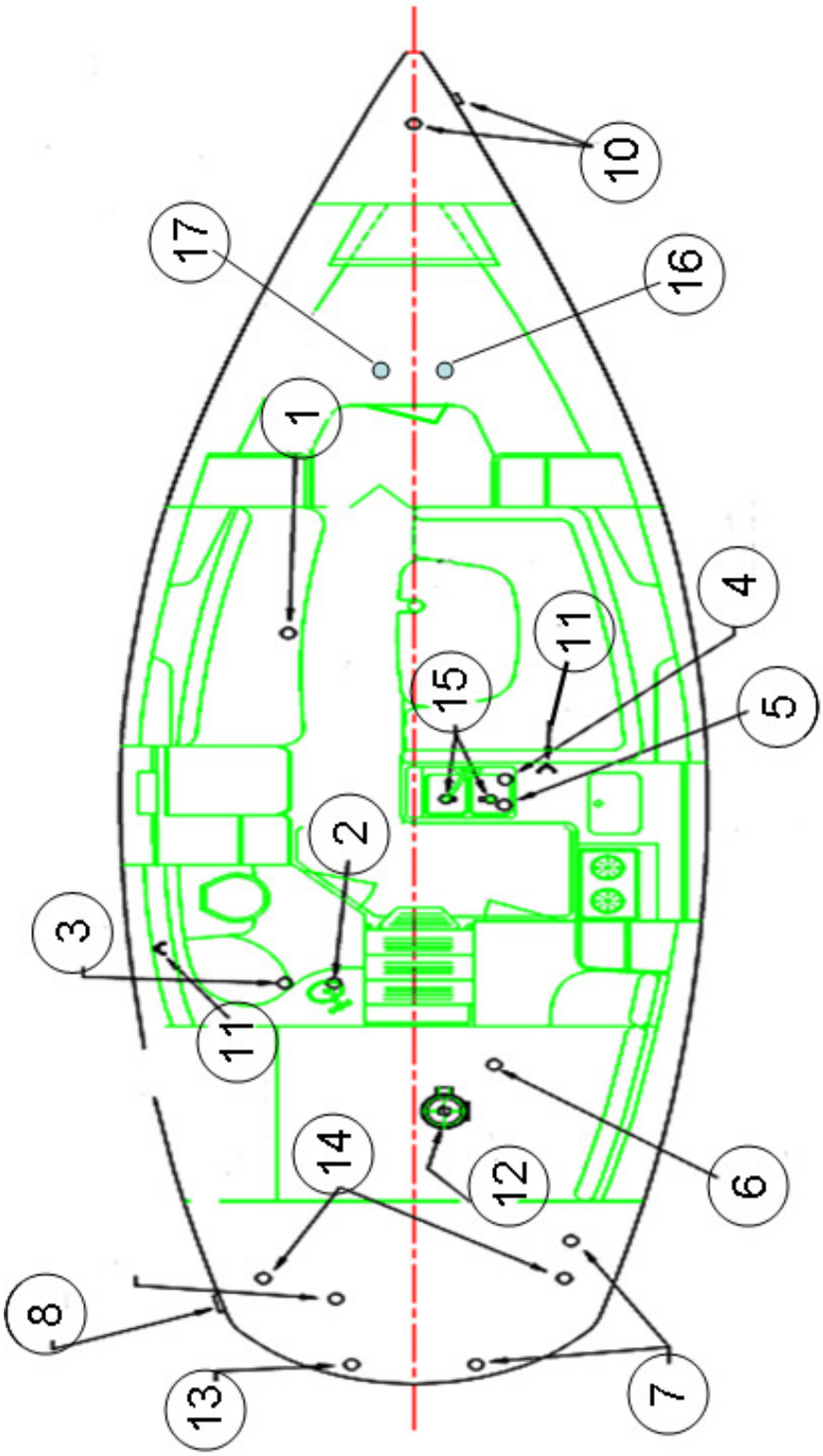
2. FUEL SHUT OFF HANDLE (RED). TO STOP THE ENGINE PULL UP THE HANDLE UNTIL IT STOPS AND THEN PUSH DOWN.
NOTE: ENGINE WILL NOT START IF HANDLE IS NOT DOWN.

3. **THE FOUR GAUGES.** LEFT TO RIGHT= ENGINE RPM- ENGINE TEMPERATURE- VOLTAGE OF THE BATTERY SELECTED- FUEL LEVEL.

4. **RED WARNING LIGHTS.** LEFT= HIGH WATER TEMPERATURE. RIGHT= LOW OIL PRESSURE. AN ALARM BUZZER WILL SOUND (TOP LEFT) WHEN ANY OF THE TWO LIGHTS ARE LIT.

5. **BILGE BLOWER.** THIS TOGGLE SWITCH IS UNDER THE CENTER OF THE PANEL

APPENDIX C: OASIS-V THRU-HULL LOCATIONS



1	MACARETOR PUMP
2	HEADSINK OUTLET
3	HEAD INLET
4	GALLEY SINK OUTLET
5	ICEBOX DRAIN OUT
6	ENGINE COOLING IN
7	LPG DRAINS
8	BILGE OUTLET
9	ENGINE EXHAUST OUT

10	ANCHOR LOCKER DRAIN
11	VENTED LOOP BEFORE #5
12	1" IN 5/8" OUT (WATER STAINER)
13	COCKPIT OUTLET
14	COCKPIT DRAINS
15	GALLEY SINK DRAINS
16	DEPTH SOUNDER
17	KNOT METER

APPENDIX D: OASIS-V ELECTRICAL CONTROL PANELS

AC Panel

DC Panel

- **PUSH TO TEST LAMP**- Checks to see if the red light is working.
- **RED LIGHT**- Indicates reversed AC polarity. If lit, follow warning posted on the panel.
- **30 AMP POWER BREAKER**- LEAVE ON.
- **AC ON**- Indicates if shore power is connected. Will not light with AC inverter power.
- **OUTLETS**- LEAVE "ON".
- **WATER HEATER**- AC fresh water heater. LEAVE "OFF" except when needed. The water is also heated when engine is running
- **CHARGER / INVERTER**- LEAVE "ON" always.
- **INVERTER IN**- LEAVE "ON". (This energizes AC cabin AC outlets- allows our cabin heater to come ON when needed)

12V DC SERVICE PANEL (CENTER, TOP TO BOTTOM).

- **LIGHTING-** (Top six), cabin lights- LEAVE "ON", other lights turn on only as needed for night and or fog.
- **AUX. SYS-** Refrigeration LEAVE "ON", other 3, turn on only as needed.
- **NAV/COMM-** All 4 LEAVE "ON".
- **PUMPS-** Water pressure and bilge pump LEAVE "ON". Shower drain pump and macerator LEAVE "OFF" except when needed.

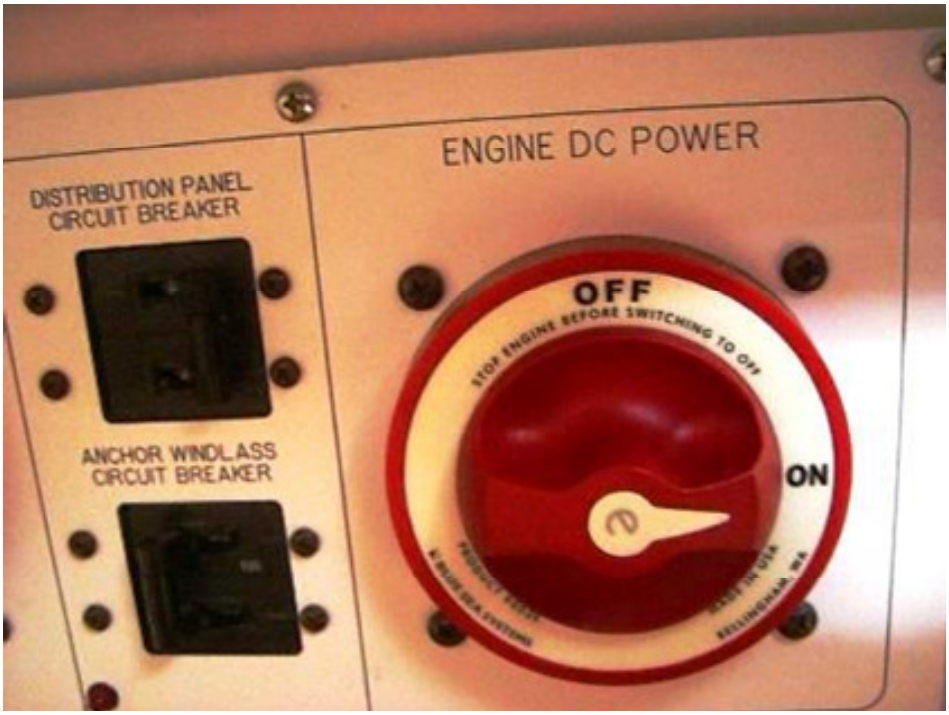
NOTE: when the bilge pump is running the red light is lit.

12V DC SERVICE PANEL (RIGHT, TOP TO BOTTOM).

- **DC VOLT METER-** Shows battery condition of either battery.
- **BATT TEST-** Toggles between the 2 batteries. NOTE: This meter is always connected to the batteries regardless of ANY main battery switch settings.
- **12V OUTLET-** Convenience outlet. (cigarette lighter type socket).
- **BILGE OPERATION MODE-** Toggle switch- LEAVE ON "AUTO" at all times except when the manual side is pushed to override the float switch.

NOTE: This bilge pump is always connected to the batteries regardless of ANY main battery switch settings. (But breaker must be ON)

OASIS-V MAIN BATTERY SWITCHES. (Located under chart table on the settee sidewall)



- **MAIN BATTERY SELECT-** (Left in upper picture).

POSITIONS CLOCKWISE FROM TOP: OFF, 2, BOTH,1.

NOTE: "OFF" POSITION IS AT THE TOP WHICH IS OPPOSITE TO THE O-IV SWITCH. WHEN "OFF" THERE IS NO DC SUPPLY TO THE DC SERVICE PANEL.

- **PROCEDURE:** START ON 1 (RESERVE). CRUISE ON 2 (ACTIVE). WHEN LEAVING THE BOAT TURN THIS SWITCH "OFF". (THIS PROCEDUER IS SUBJECT TO SKIPPER DECISSION)

NEVER TURN THIS SWITCH TO "OFF" WHEN ENGINE IS RUNNING.

- **CIRCUIT BREAKERS-** (in center between two rotary switches).

  1. DISTRIBUTION PANEL CIRCUIT BREAKER. LEAVE "ON" AT ALL TIMES.

  2. ANCHOR WINDLASS CIRCUIT BREAKER. LEAVE "OFF" EXCEPT WHEN USING THE WINDLASS.

- **ENGINE DC POWER-** (bottom picture). LEAVE "ON" AT ALL TIMES. THIS SUPPLIES DC POWER TO THE ENGINE CONTROL PANEL, THE FUEL PUMP AND STARTER.

NEVER TURN THIS SWITCH TO "OFF" WHEN ENGINE IS RUNNING

BEFORE LEAVING OASIS-V

PROPER SWITCH SETTINGS

SWITCHES UNDER NAV. STATION

1. Main Battery dial- Rotary switch on Left	-- **OFF** (Straight Up)
2. Engine DC Power – Rotary Switch on Right	-- **ON**
3. Distribution Panel Breaker – Center top	-- **ON** **(Switch to right)**
4. Anchor Windlass Breaker – Center bottom	-- **OFF** **(Switch to**

SHORE POWER CONNECTED

AC PANEL

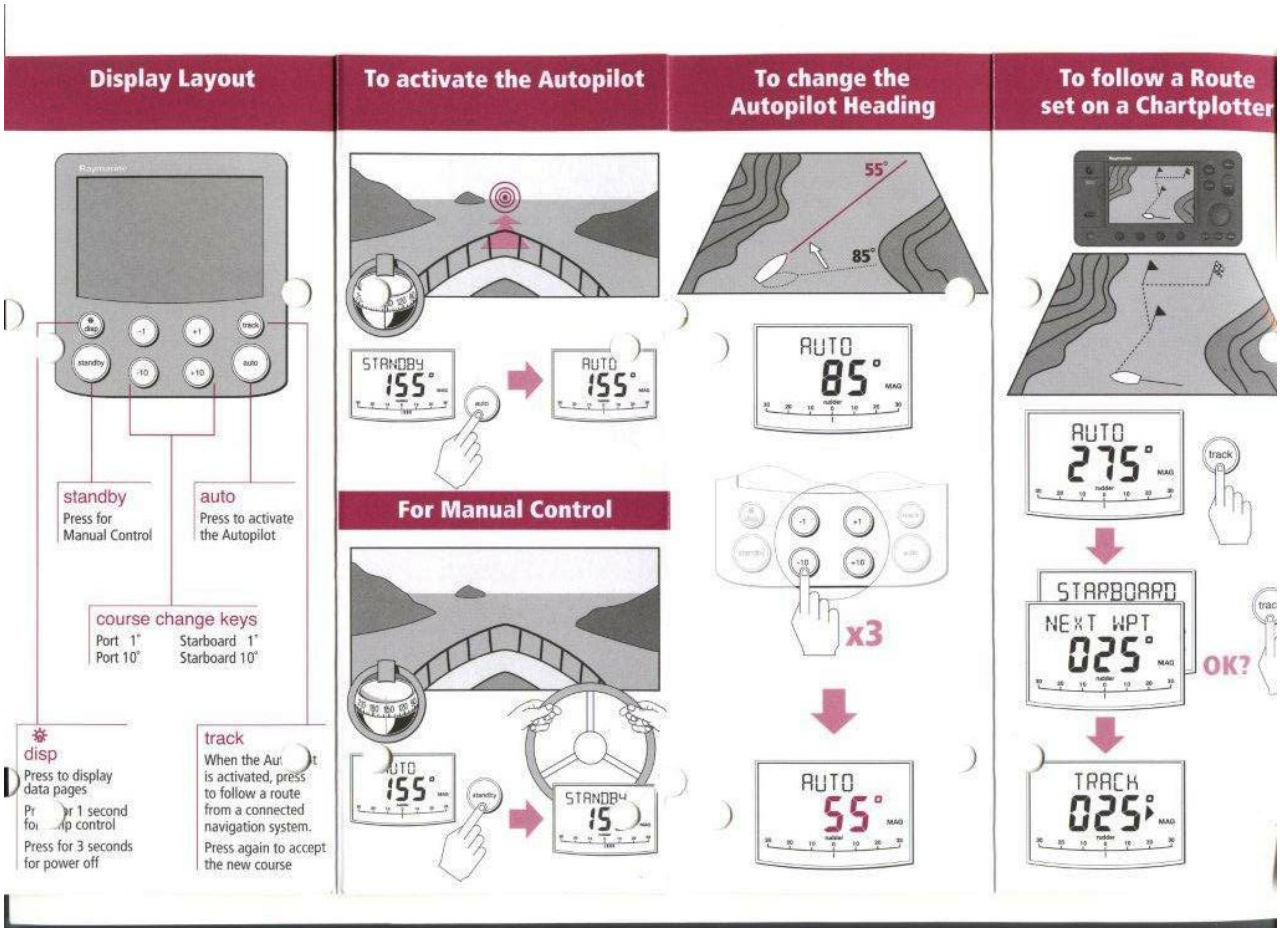
1. Shore Power Breaker (AC Switch)	-- **ON** (Green Light ON)
2. OUTLETS	-- **ON**
3. WATER HEATER	-- **OFF**
4. CHARGER / INVERTER	-- **ON**
4. INVERTER IN	-- **ON**

LEAVE BILGE SWITCH ON "AUTO"

DC PANEL

Bilge Pump Breaker (right column, bottom)	-- **ON**
All Other Breakers	-- **OFF**

APPENDIX E: OASIS-V AUTOPILOT



- To hold a course: Manually steer to the direction you wish to hold, then press AUTO, then engage the clutch lever. The pilot will hold that course.

  To change that course: Use the Course Change Keys, small adjustments=1 degree, larger adjustments=10 degrees, repeated pressing on these keys for larger changes.
- To disengage: Press STANDBY then disengage the clutch. Be sure the clutch is totally pressed down all the way ! It has an indent half way down.

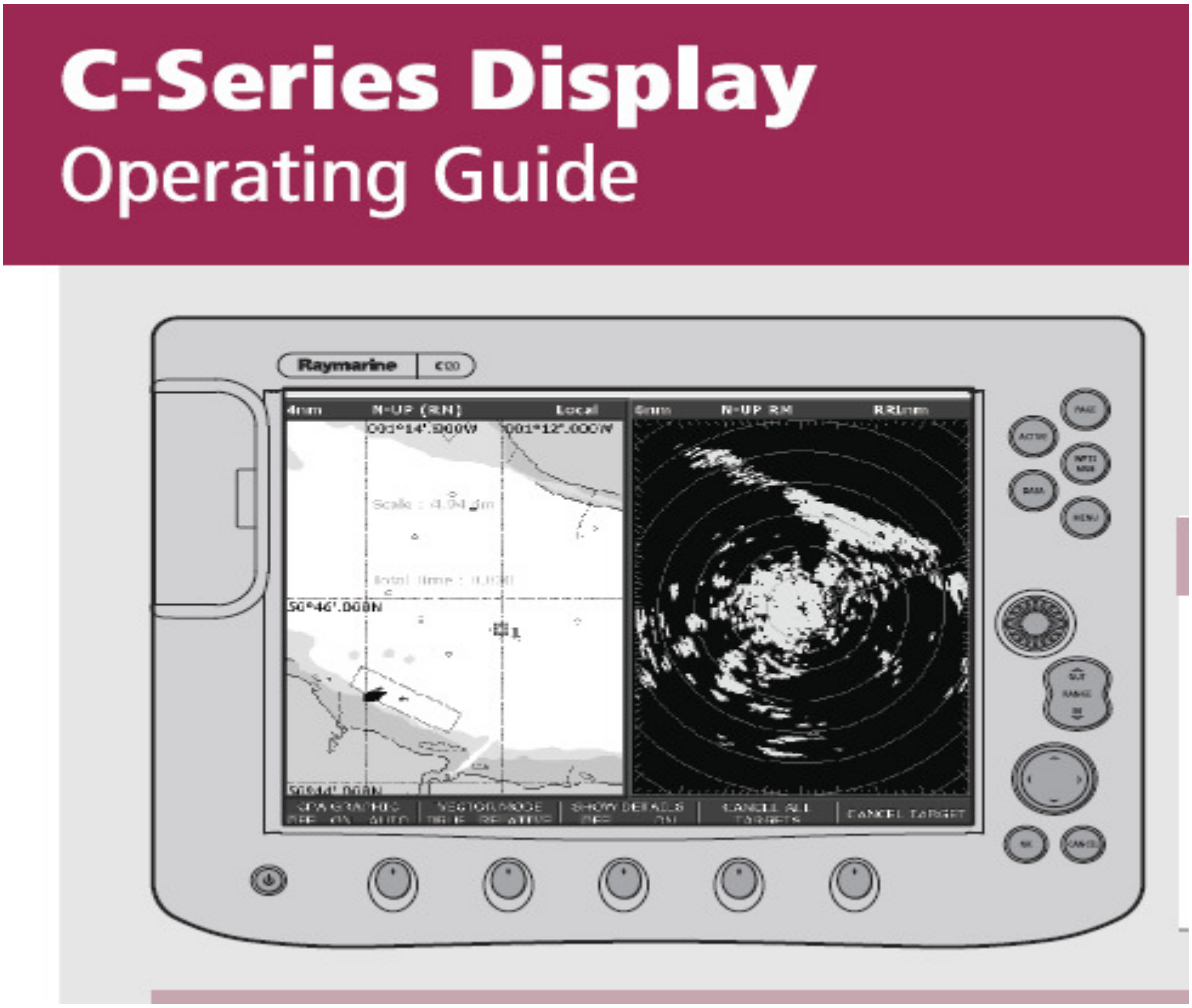
  The following should be observed:

- *Do not put your arm through the steering wheel while the pilot is engaged.*
- *Do not manually force the wheel when the pilot is engaged*
- *Do not use in heavy weather sailing.*
- *Make sure the gray metal post on the binnacle is in the hole in the pilot's ring*

APPENDIX F: OASIS-V CHARTPLOTTER

On O-V we have a Raymarine C - Series Display (C-80) combining GPS and Radar functions.
Feel free to get the manual off the internet to study the instrument operation.
The user manual can be found on the boat or on line at:

http://www.raymarine.com/ProductDetail.aspx?SITE=1&SECTION=2&PAGE=1921&PRODUCT=4307



Oasis-V GPS (C-80) Display Operation

Use this description with the C-80 Operating Guide

Please see the Update Supplement with release date: 3/28/11

combination of **Buttons** on the right side of bottom of the display referred to as **Soft Keys.** Each **Button** is a different function and produces a different set of **Soft Keys** appropriate to that **Button**. Refer to Card No, 1 & 2.

NOTE: CARD is a term used by the C-80 Operating Guide

Use the following procedure to set up the C-80 for sailing:

- Push the Power **Button** at the lower left of the screen to activate. Press the **OK Button** at the prompt on the screen.
- Press and hold the **Page Button** to display the Page Set options. Use the **Trackpad Button** to select the Page Set you want. In most cases this will be the top line labeled Chart. Refer to Card No. 3.
- Press the **Page Button** again but do not hold it in. The **Soft Keys** will give you a choice of five pages you can select. The center page of the set splits the screen to show the chart and the course data and is probably the most appropriate for most of our applications.
- The Active Window on the screen will be bordered in red. You can change the Active Window by pressing the **Active Button** until you get to the window you want. You can then make this window full screen by pressing and holding the **Active Button**. To return to the multiple windows view, press the **Active Button** but do not hold it in.
- Move to the Data window with the **Active Button.** The **Soft Keys** will give you a choice of Navigation, Waypoint, Route, Fishing or Sailing Panels. Select the Navigation **Soft Key**.
- To adjust the display lighting, Press the Power On **Button** and toggle the **Soft Key** to the day or night setting and press the OK **Button**. Note that when you set this, it will not reset when the unit is turned off. If it is set

for night mode in the evening, it will need to be reset to day mode to bring the light back up.

Setting Waypoints Procedure:

- Press the WPTS/MOB **Button** one time only. If you press it twice you will set a waypoint at the boat location. Select the Go to Waypoints Option **Soft Key**. Highlight the required waypoint from the list with the Trackpad **Button**. Refer to Card No. 8.
- Press the Go To Waypoint **Soft Key**. The waypoint will be highlighted and there will be a dotted line on the chart between the waypoint and the boat and appropriate data in relation to the waypoint will be displayed on the Data window.
- To stop navigation to a waypoint, press the WPTS **Button** once and press the GoTo… **Soft Key** and then the Stop GoTo **Soft Key**.

December 2010

DELETING UNNECESSARY CARDS IN THE C80 OPERATING GUIDE.

As the Chart Plotter is designed for many different marine situations around the World, many of those features are <u>not</u> required or necessary for our unique situation in Southern Californian.
Example: If you are navigating in the Pacific Northwest, many East Coast areas and the Great Lakes areas it is sometimes very important that you plan a very strict Course (Route) with multiple waypoints to follow. This is to avoid obstacles such as reefs, rocks, small islands, wrecks and also to change directions multiple times, Etc.
Please see Card 5's chart as an example.
<u>WE DO NOT HAVE ANY OF THE ABOVE WHILE NAVIGATING IN OUR LOCAL WATERS.</u>
As you all know, when you leave the Newport Jetties you are deep water with no fixed obstacles to your destination. You only need two Waypoints, one to go to and one to return. Example: Dana Point Buoy, Catalina Island needs only one Waypoint; but going to Alamitos Bay usually needs one interim Waypoint. Return will always be the Newport Beach Buoy Waypoint.

However, for coastal navigation using the Chart and/or Radar does not require any Waypoints. The active destination Waypoint does show on both screens, this is helpful.
Therefore: I suggest that to simplify the learning process you should discard the following Cards from the Operating Guide:

CARDS RELATED TO COURSE AND ROUTES.
Discard 5, 6, 7, 9, and hold 14. (See note below)

OTHER CARDS THAT DO NOT APPLY TO OUR C80.
Discard 4, 13, 15, 16, and 17.

SO KEEP CARDS.
1, 2, 3, 8, 10, and 11.

NOTE: If you set a waypoint as the "Active" waypoint, some information on Card 14 could be used.

Otherwise you can use the dotted line on the chart to steer to the active waypoint. This is the suggested method.

December 15, 2010

Oasis V RADAR (C-80) Display Operation

Please see the Update Supplement
with release date: 3/28/11

Use this description with the accompanying C-80 Operating Guide

The C-80 Radar display operates with a combination of **Buttons** on the right side of the display and the buttons at the bottom of the display referred to as **Soft Keys.** Each **Button** is a different function and produces a different set of **Soft Keys** appropriate to that **Button**. Refer to Card No, 1 & 2.

Use the following procedure to set up the C-80 for sailing with Radar:

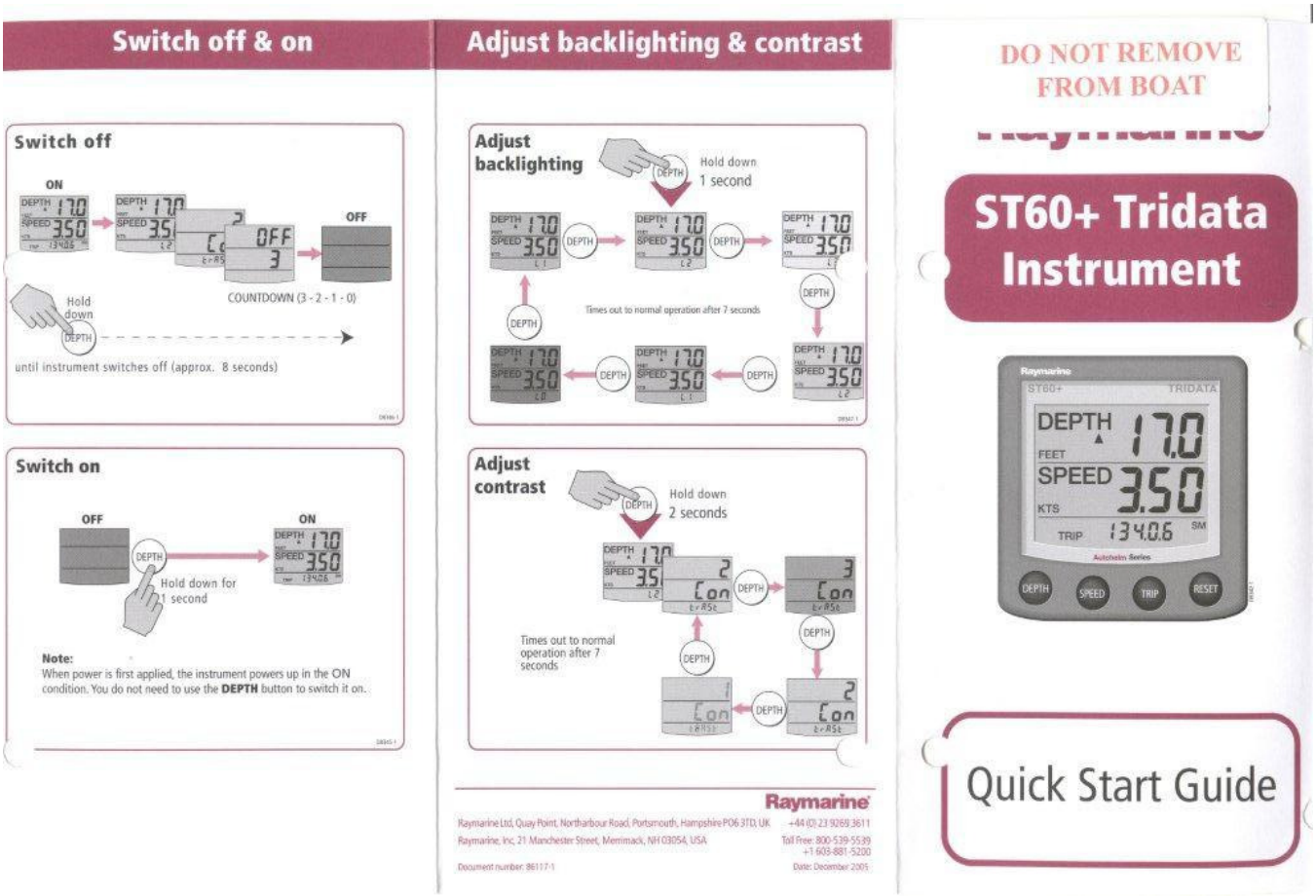
- Push the Power **Button** at the lower left of the screen to activate. Press the **OK Button** at the prompt on the screen.
- Press and hold the **Page Button** to display the Page Set options. Use the **Trackpad Button** to select the Chart/Radar Page Set. Press the **OK Button**. Refer to Card No. 3.
- Press the **Page Button** again but do not hold it in. The **Soft Keys** will give you a choice of five pages you can select. Select he center page of the set that splits the screen to show the chart and the radar.
- The Active Window on the screen will be bordered in red. Change the Active Window to the Radar screen by pressing the **Active Button** until it is bordered in red.
- Push the Power **Button** at the lower left of the screen and select the **Scanner Soft Key** and toggle to **On** and toggle to **Radar TX** (transmit).
- There will be a delay until the radar is operational.
- When the radar is operational, press the **OK Button**. Make the chart window active. Press the **Presentation Soft Key**, select the **Chart Mode and Orientation Soft Key** and the **Chart Sync Soft Key**. Toggle to RDR. Refer to Card No. 11.

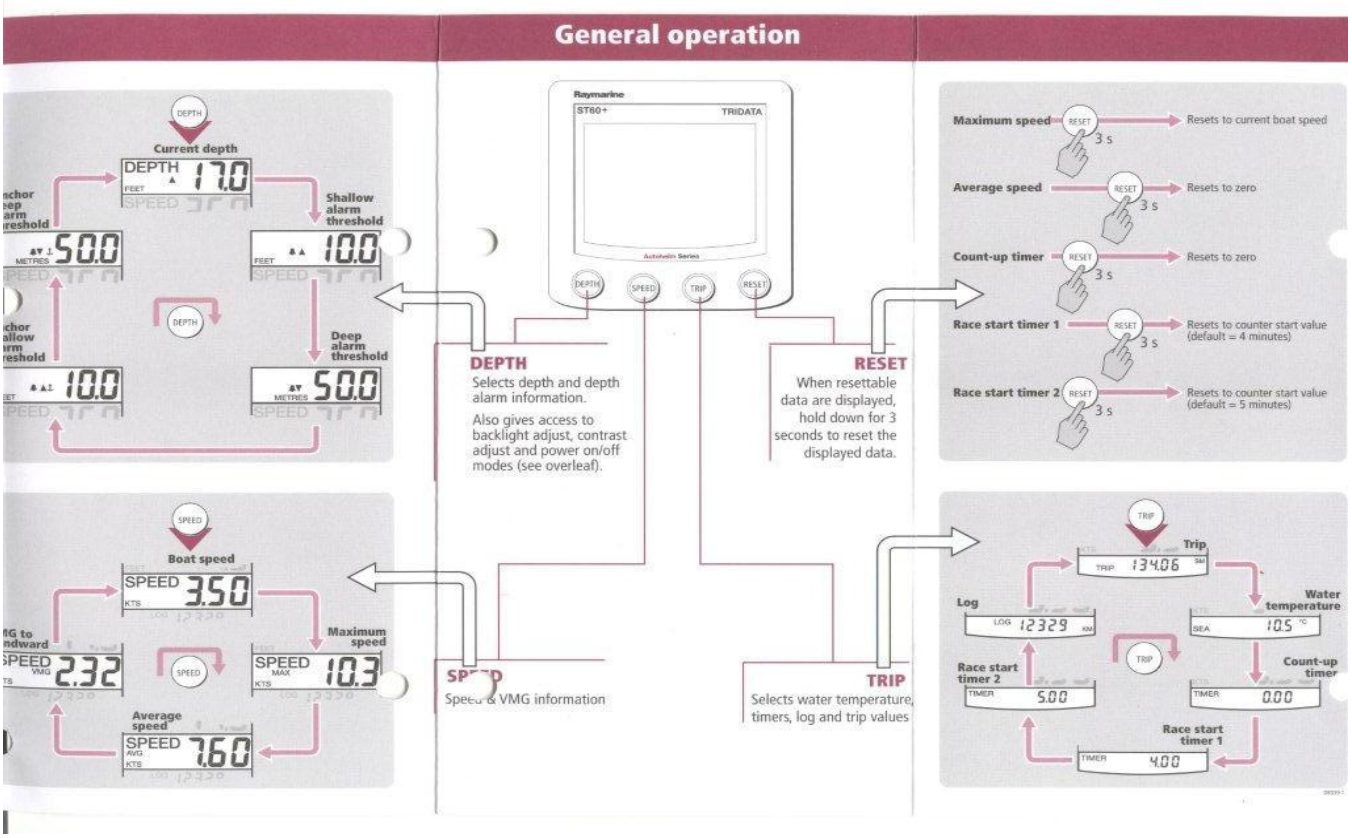
- To overlay radar on the chart, make the chart window active, press the **Presentation Soft Key** and select the **Chart Layers Soft Key.** Select the **Radar Overlay Soft Key** and toggle to ON. This will overlay the radar on the chart. To make the overlay window full screen, press and hold the **Active Button**. To return to a split screen view press, but do not hold, the **Active Button.**
- Use the **Range Button** to zoom in and zoom out. The Range will show at the left top of the radar screen in nautical miles. The dimension of the Range Rings will show at the right side in nautical miles. Refer to Card No. 10.

Updated 1/22/11

APPENDIX G: OASIS-V OTHER INSTRUMENTS

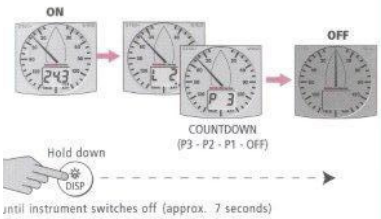
A quick guide to boat instruments is depicted below. The full complement of manuals can be found on the boat.



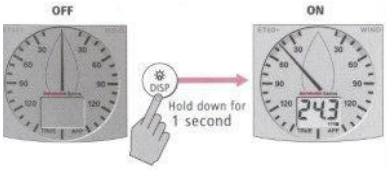

General operation
Raymarine
ST60+
TRIDATA
DEPTH
Current depth
DEPTH 17.0
Shallow alarm threshold
5.0.0
10.0
Deep alarm threshold
10.0
5.0.0
DEPTH
Selects depth and depth alarm information.
Also gives access to backlight adjust, contrast adjust and power on/off modes (see overleaf).
RESET
When resettable data are displayed, hold down for 3 seconds to reset the displayed data.
Maximum speed
Resets to current boat speed
Average speed
Resets to zero
Count-up timer
Resets to zero
Race start timer 1
Resets to counter start value (default = 4 minutes)
Race start timer 2
Resets to counter start value (default = 5 minutes)
3 s
SPEED
Boat speed
SPEED 3.50
Maximum speed
SPEED 10.3
Average speed
SPEED 7.60
SPEED 2.32
SPEED
Speed & VMG information
TRIP
Selects water temperature, timers, log and trip values
TRIP
Trip
TRIP 134.06
Log
LOG 12329
Water temperature
SEA 10.5
Race start timer 2
TIMER 5.00
Count-up timer
TIMER 0.00
Race start timer 1
TIMER 4.00

Switch off & on

Switch off

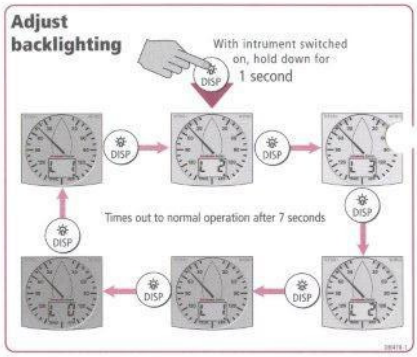


Switch on



Note:
When power is first applied, the instrument powers up in the ON condition. You do not need to use the DISP button to switch it on.

Adjust backlighting


Adjust backlighting
With intrument switched on, hold down for 1 second
DISP
Times out to normal operation after 7 seconds

Raymarine

Raymarine Ltd, Quay Point, Northarbour Road, Portsmouth, Hampshire PO6 3TD, UK +44 (0) 23 9269 3611
Raymarine, Inc, 21 Manchester Street, Merrimack, NH 03054, USA Toll Free: 800-539-5539 +1 603-881-5200

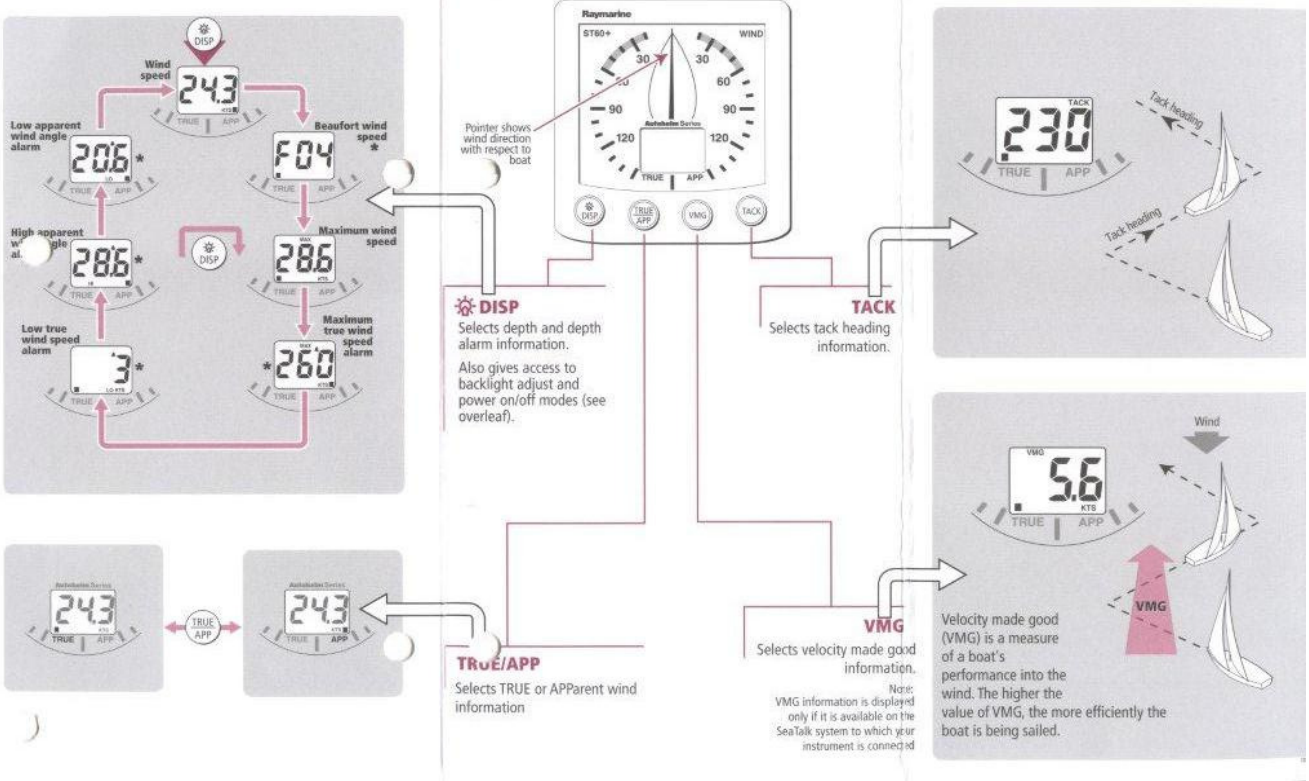
Document number: 86118-1 Date: December 2005

DO NOT REMOVE FROM BOAT

ST60+ Wind & Close Hauled Wind Instruments

Quick Start Guide

General Operation



DISP
Selects depth and depth alarm information.

Also gives access to backlight adjust and power on/off modes (see overleaf).

TACK
Selects tack heading information.

TRUE/APP
Selects TRUE or APParent wind information

VMG
Selects velocity made good information.

Note:
VMG information is displayed only if it is available on the SeaTalk system to which your instrument is connected

Velocity made good (VMG) is a measure of a boat's performance into the wind. The higher the value of VMG, the more efficiently the boat is being sailed.

Oasis Sailing Club

Corona del Mar, California

www.OasisSailing.SCYAweb.org